

BUSINESS

Associate of Applied Science degree



Program and Career Description:

This degree is designed to prepare students to enter or advance in the business community. Students will develop a solid foundation in business management, which can be applied in a variety of settings, including retail, hospitality, operations, banking, sales, office management, or starting their own business. Students who plan to pursue a baccalaureate degree in business should follow the Business Administration A.S. or A.A. program.

Career	Entry-Level Pay	Median Pay	Experienced Pay
General and Operations Managers	\$45,610	\$85,000	\$141,210
Loan Officer	\$35,050	\$58,590	\$88,530
First-Line Supervisors of Office and Administrative Support Workers	\$32,700	\$49,300	\$66,720
Administrative Assistants and Secretaries	\$21,570	\$30,420	\$37,130
Human Resources Assistants	\$23,780	\$37,700	\$43,940

Career and salary information taken from JOBS4TN.GOV. Check out this website for additional information about job descriptions, education requirements and abilities, and supply and demand for these careers. For additional information from a national perspective, go to Bureau of Labor Statistics, U. S. Department of Labor on the internet at www.bls.gov. Visit the [Occupational Outlook Handbook](#) on this website. Salaries are not guaranteed.

Transfer Options

Courses in the Business A.A.S. Degree program transfer to other community colleges as part of the Tennessee Board of Regents unified community college effort. In addition, there are options available to transfer the degree to Trevecca Nazarene University, Lipscomb University and Middle Tennessee State University. Articulation agreements are available at www.columbiastate.edu/admissions/transfer-information.

Schedule Information

The Business A.A.S. Degree is offered in a traditional format during the day in Columbia and also in an online/hybrid format for those who prefer to complete most of their course work at home.



BUSINESS

Major in Business (A.A.S.)

Program Requirements

Students may be required to take additional Learning Support courses.

Communications Requirement
COMM 2025
ENGL 1010

Humanities/Fine Arts (Take one course)
ART 1035, 2000, 2020
ENGL 2055, 2130, 2160, 2235, 2310, 2320, 2860
HUM 1010, 1020
MUS 1030
PHIL 1030, 1040, 2200
THEA 1030

Mathematics Requirement (Take one course)
MATH 1010, 1130, 1530, 1630, 1710, 1720, 1730, 1830, 1910

Social/Behavioral Sciences (Take one course)
ECON 2100 **or** ECON 2200

Major Field Core Requirements For all Concentrations
ACCT 1010
BUSN 1305
COLS 101
INFS 1010

Additional Major Field Core Requirements:
Adm. Professional Tech. & Medical Office Adm. - BUSN 1310, 2395
Management - BUSN 2370, 2380

Administrative Professional Technology Concentration

Core Courses:

ADMN 1302, 1311
BUSN 1320, 1350, 1380, 2375
CITC 1303, 1307

Guided Electives: 6 credit hours from BUSN or ADMN*

Management Concentration Core Courses:

ACCT 1020
BUSN 1310, 1320, 1330, 1350, 1380, 2375, 2395
Campus Electives (Take 6 credit hours from the following courses-do not duplicate courses)
ADMN 1302
BUSN 1300
CITC 1307
ECON 2100 or ECON 2200

Medical Office Administration Concentration Core Courses:

ADMN 1302, 1306, 1311, 2303, 2304, 2318
BUSN 1320, 2375
CITC 1303, 1307

Requirements for Graduation include:

- earning 25% of total program credits in residence at Columbia State.
- earn a cumulative GPA of 2.0 or higher.
- taking the Exit Exam.

If you have completed TN eCampus courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

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Administrative Professional Technology Concentration

Sample Academic Plan

First Year – Fall Semester

___ ENGL 1010	English Composition I	3
___ INFS 1010	Computer Applications	3
___ BUSN 1305	Intro to Business	3
___ Humanities/Fine Arts Elective		3
___ BUSN 1310	Business Communications	3
___ COLS 101	Columbia State College Success	1
		16

First Year – Spring Semester

___ ADMN 1302	Keyboarding/Formatting I	3
___ ECON 2100	Principles of Macroeconomics or	
___ ECON 2200	Principles of Microeconomics	3
___ ACCT 1010*	Principles of Accounting I	3
___ Mathematics Requirement		3
___ CITC 1307	Intro to Spreadsheets	3
		15

Second Year – Fall Semester

___ BUSN 1380	Supervisory Management	3
___ ADMN 1311	Word Processing I	3
___ BUSN 2375	Career Development	3
___ BUSN 1320	Business Calculations	3
___ CITC 1303	Database Concepts	3
		15

Second Year – Spring Semester

___ BUSN 2395	Business Applications	3
___ BUSN 1350	Sales and Service	3
___ Elective from BUSN or ADMN		3
___ Elective from BUSN or ADMN		3
___ COMM 2025	Fundamentals of Communication	3
		15

Total Credit Hours 61

*Higher achievement in identified courses is predictive of graduation success.

Online/Hybrid Program Schedule:

The majority of the courses are offered online in a 7-week or a 15-week format. The hybrid courses are in a 5-week, 7-week, or 15-week format. It is suggested that they be taken in the order listed above.

For more information regarding the Management Concentration contact:

Meredeth McCoy at
mmccoy@columbiastate.edu or 931.540.2698

or

For more information regarding the Administrative Professional Technology and Medical Office Administration Concentrations contact:

Wendy York at
wyork2@columbiastate.edu or 931.540.2844

or

Science, Technology & Math Division office at 931.540.2710

BUSINESS

Major in Business (A.A.S.)

Management Concentration

Sample Academic Plan

First Year – Fall Semester

___ BUSN 1305	Introduction to Business	3
___ INFS 1010	Computer Applications	3
___ BUSN 1380	Supervisory Management	3
___ BUSN 1350	Sales and Service	3
___ ENGL 1010	English Composition I	3
___ COLS 101	Columbia State College Success	1
		16

First Year – Spring Semester

___ BUSN 2370	Legal Environment of Business	3
___ Humanities/Fine Arts Requirement		3
___ ECON 2100	Principles of Macroeconomics or	
___ ECON 2200	Principles of Microeconomics	3
___ BUSN 1310	Business Communication	3
___ Mathematics Requirement		3
		15

Second Year – Fall Semester

___ ACCT 1010*	Principles of Accounting I	3
___ BUSN 2380	Principles of Marketing	3
___ BUSN 2375	Career Development	3
___ COMM 2025	Fundamentals of Communication	3
___ Campus Elective		3
		15

Second Year – Spring Semester

___ ACCT 1020	Principles of Accounting II	3
___ BUSN 1330	Entrepreneurship	3
___ BUSN 2395	Business Applications	3
___ BUSN 1320	Business Calculations	3
___ Campus Elective		3
		15

Total Credit Hours 61

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- taking the Exit Exam.

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Medical Office Administration Concentration

Sample Academic Plan

First Year – Fall Semester

___ ENGL 1010	English Composition I	3
___ Mathematics Requirement		3
___ INFS 1010	Computer Applications	3
___ BUSN 1305	Intro to Business	3
___ Humanities/Fine Arts Elective		3
___ COLS 101	Columbia State College Success	1
		16

First Year – Spring Semester

___ ADMN 1302	Keyboarding/Formatting I	3
___ ACCT 1010*	Principles of Accounting I	3
___ ADMN 1306	Medical Terminology I	3
___ ECON 2100	Principles of Macroeconomics or	
___ ECON 2200	Principles of Microeconomics	3
___ CITC 1307	Intro to Spreadsheets	3
		15

Second Year – Fall Semester

___ ADMN 2304	Intro to Electronic Health Records	3
___ ADMN 1311	Word Processing	3
___ BUSN 2375	Career Development	3
___ BUSN 1320	Business Calculations	3
___ CITC 1303	Database Concepts	3
		15

Second Year – Spring Semester

___ ADMN 2303	CPT Coding	3
___ BUSN 2395	Business Applications	3
___ BUSN 1310	Business Communications	3
___ ADMN 2318	Medical Office Procedures	3
___ COMM 2025	Fundamentals of Communication	3
		15

Total Credit Hours 61

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For more information regarding the Administrative Professional Technology and Medical Office Administration Concentrations contact:

Wendy York at

wyork2@columbiastate.edu or 931.540.2844

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