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	Starting Salary	Experienced Median Salary
Retail Store Manager	$33,900	$46,700
Loan Officer/Counselor	$23,100	$35,100
Office Manager	$40,700	$56.700
Human Resources Assistant	$24,600	$31,700
Administrative Assistant	$25,900	$32,500

Career and Salary information is taken from www.salary.com and represents a statewide average based on eight cities. 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.

ACBSP ACCREDITED

COLUMBIA STATE COMMUNITY COLLEGE

BUSINESS

Major in Business (A.A.S.)

Program Requirements

Students may be required to take additional Learning Support courses.

Communications Requirement
ENGL 1010
SPCH 1010

Humanities/Fine Arts (Take one course)
ART 1030
ARTH 2010, 2020
ENGL 2015, 2130, 2230, 2310, 2320, 2920
HUM 1130, 1131
MUS 1030
PHIL 1030, 2030, 2033
THEA 1030

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

Social/Behavioral Sciences (Take one course)
ECON 2010 **or** ECON 2020

Major Field Core Requirements For all Concentrations
ACCT 1010
BUSN 1305
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
Guided Electives (Take 6 credit hours from the following courses-do not duplicate courses)
ADMN 1302
BUSN 1300, 1370, 2300, 2340
ECON 2010 or ECON 2020

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.
• cumulative GPA must be at least 2.0.
• 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.

2016-2017 Catalog

Administrative Professional Technology Concentration

Sample Academic Plan

First Year – Fall Semester

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

First Year – Spring Semester

____	ADMN 1302	Keyboarding/Formatting I	3
____	ECON 2010	Macroeconomics **or**	
	ECON 2020	Microeconomics	3
____	ACCT 1010*	Principles of Accounting I	3
____	BUSN 1310	Business Communications	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 Success	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
____	SPCH 1010	Fundamentals of Speech 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 contact:
Dearl Lampley at
dlampley@columbiastate.edu or 931.540.2678
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 1310	Business Communication	3
____	ENGL 1010	Composition I	3
____	COLS 101	Columbia State College Success	1
			16

First Year – Spring Semester

____	BUSN 1350	Sales and Service	3
____	BUSN 2370	Legal Environment of Business	3
____	ACCT 1010*	Principles of Accounting I	3
____	ECON 2010	Macroeconomics **or**	
	ECON 2020	Microeconomics	3
____	Mathematics Requirement		3
			15

Second Year – Fall Semester

____	BUSN 1320	Business Calculations	3
____	BUSN 2375	Career Success	3
____	SPCH 1010	Fundamentals of Speech Communication	3
____	ACCT 1020	Principles of Accounting II	3
____	Guided Elective		3
			15

Second Year – Spring Semester

____	BUSN 1330	Entrepreneurship	3
____	BUSN 2395	Business Applications	3
____	BUSN 2380	Principles of Marketing	3
____	Humanities/Fine Arts Requirement		3
____	Guided Elective		3
			15

Total Credit Hours 61

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• earning 25% of total program credits in residence at Columbia State.
• cumulative GPA must be at least 2.0.
• 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.

2016-2017 Catalog

Medical Office Administration Concentration

Sample Academic Plan

First Year – Fall Semester

____	ENGL 1010	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 2010	Macroeconomics **or**	
	ECON 2020	Microeconomics	3
____	CITC 1307	Intro to Spreadsheets	3
			15

Second Year – Fall Semester

____	ADMN 2303	CPT Coding	3
____	ADMN 1311	Word Processing	3
____	BUSN 2375	Career Success	3
____	BUSN 1320	Business Calculations	3
____	CITC 1303	Database Concepts	3
			15

Second Year – Spring Semester

____	BUSN 2395	Business Applications	3
____	BUSN 1310	Business Communications	3
____	ADMN 2304	Intro to Electronic Health Records	3
____	ADMN 2318	Medical Office Procedures	3
____	SPCH 1010	Fundamentals of Speech Communication	3
			15

Total Credit Hours 61

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