Critical Advisement Information

Administrative Professional Technology-Business Office Pathway, A.A.S.

1. Complete all learning support requirements in the first semester. ADMN 1302 (Keyboarding/Formatting I) has no prerequisites, so it is a good class to take while completing the learning support classes.
2. Take ADMN 1305 (Business English) as quickly as you can after your learning support semester. If you only need math learning support, delay BUSN 1305 (Intro to Business) and take the other listed required courses.
3. Take BUSN 1360, Software Applications for Business, as soon as possible. This course is a prerequisite for several other APT courses.
4. Some courses are offered ONLY in fall semester or ONLY in spring semester. Please see the advising sheet for details and plan your classes carefully.
5. Have a conversation with the student about the connection between their degree choice and ultimate career choice.
6. Help students understand resources to support student success available through Nashville State.

<https://www.nscc.edu/current-students/on-campus-resources>

1. Have a conversation with the student about how their course work will help them reach their academic goals (i.e., coursework [writing assignments, speeches, presentations, collaborative assignments, exams, discussions, readings, research, etc.] helps improve reading, writing, critical thinking, communication, interpersonal, and time management skills)
2. Have a conversation with the student about how their educational experience at NSCC has contributed to their personal growth.
3. Make sure they are aware of the Advising Sheets, and Career Outcomes tool. You can email them any of the tools during or after the advisement session.