Critical Advisement Information: Administrative Assistant Technical Certificate

1. Have a conversation with the student about the connection between their degree choice and ultimate career choice.
2. 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 tools. You can email them any of the tools during or after the advisement session.