Frequently Asked Questions by **Program of Study**

**Administrative Professional Technology**

Question #1:

What can I do with an AAS degree in Administrative Professional Technology?

Answer #1:

AAS degrees are designed to help graduates immediately enter the work force with marketable skills. The skills acquired in the AAS degree in Administrative Professional Technology (APT) can be applied in many careers. The career opportunities traditionally associated with students graduating with an AAS in APT include receptionist, clerk, secretary, administrative assistant, and executive assistant. APT students graduate with strong Microsoft Office, communication, and management skills, so the opportunities are many and varied.

Question #2:

If I am not able to follow the APT AAS Advising Sheet exactly as outlined, is there anything I need to know about scheduling my classes?

Answer #2:

Definitely! Here are some points you should keep in mind:

* 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.
* 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 on the advising sheet.
* Take BUSN 1360, Software Applications for Business, as soon as possible. This course is a prerequisite for several other APT courses.
* 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.

Question #3:

Do you offer online classes?

Answer #3:

Yes, all APT courses are offered online. In fact, you should plan to take most APT courses as web courses. The APT degree can be completed online. However, required courses in other areas (such as math or business) usually have both ground and web offerings.

Question #4:

Can I take classes in the summer?

Answer #4:

Yes, however, APT courses are not usually offered in the summer. Summer is a great semester to focus on general education or perhaps business course requirements.

Question #5:

Do you give me credit for work experience?

Answer #5:

Students who hold CAP (Certified Administrative Professional) certification are awarded 12 hours of credit. Students with current MOS (Microsoft Office Specialist) certification can also ask that the MOS certification be considered for credit. See the NSCC catalog (APT program site) for more details.

Question #6:

What if I want to transfer to a university after completing my AAS?

Answer #6:

An AAS degree in APT is not designed to transfer as a unit to a university’s Bachelor of Business degree. However, most Tennessee Board of Regent schools and many private schools have alternative bachelor degrees such as the Bachelor of Professional Studies (BPS) and apply most (if not all) of your AAS degree hours toward a BPS. If you know now that you plan to pursue a four-year business degree, follow the Tennessee Transfer Pathway (TTP) in Business Administration or Management. The following courses listed on the APT AAS Advising Sheet *will* transfer to universities within the Tennessee Board of Regents: ACCT 1010, ENGL 1010, ECON 1010/1020, MATH 1630, SPCH 1010, MUS 1030/ART 1030.

One (1) **General** Frequently Asked Question

Question #1:

How much does it cost to attend school at NSCC?

Answer #1:

Tuition costs fluctuate from semester to semester. For current information, please visit the NSCC website at <http://www.nscc.edu> and locate the section on **Financial Aid and Tuition** for specific information.