Nashville State Community College
Administrative Professional Technology – Business Office Pathway
A.A.S. Degree Plan

This sequence can be followed by students who begin college-level work in the fall semester. Prerequisites may apply to specific courses; it is the student's responsibility to determine if prerequisites have been met. Additional semesters will be required if prerequisite courses, including Learning Support courses, are not completed. Prior to registering each semester, the student is expected to consult with his/her advisor.

NAME: _____   **A#** _____   **CATALOG YR: 2019-2020**

FIRST YEAR – FALL SEMESTER					NOTES
Course No. and Title	*Cr.*	*Term*	*Grade*	*Prerequisite*	
NSCC 1010 – First Year Experience	1			For first-time freshman only	
ENGL 1010 – English Composition I	3			Level 2 placement in English or Level 1 placement in English with concurrent enrollment in ENGL 0815 and Level 2 placement in Reading or Level 1 placement in Reading with concurrent enrollment in READ 0815.	
BUSN 1360 – Software Applications for Business	3			Level 2 placement in Reading	
ADMN 1305 – Business English	3			Level 2 placement in English and Reading	
ADMN 1302 – Keyboarding/Formatting I	3			None	
MUS 1030 – Introduction to Music OR ART 1035 – Introduction to Art	3			Level 1 placement in English; Level 2 placement in Reading or concurrent enrollment in READ 0815.	
Total Credit Hours	**16**				
FIRST YEAR – SPRING SEMESTER					NOTES
Course No. and Title	*Cr.*	*Term*	*Grade*	*Prerequisite*	
ADMN 1310 – Business Communications	3			Level 2 placement in English and Reading	APT majors should complete ADMN 1305 before enrolling in ADMN 1310.
ADMN 1311 – Word Processing I	3			ADMN 1302 and BUSN 1360 with a grade of "C" or higher	Spring Only
ADMN 1313 – Spreadsheet Applications	3			BUSN 1360 with a grade of "C" or higher	Spring Only
COMM 2025 – Fundamentals of Comm. OR COMM 2045 – Public Speaking	3			ENGL 1010	
MATH 1530 – Introductory Statistics OR MATH 1630 – Finite Mathematics	3			MATH 1530-Level 2 placement or higher in Math or concurrent enrollment in MATH 0835. MATH 1630-Level 2 placement or higher in Math or concurrent enrollment in MATH 0845.	
Total Credit Hours	**15**				
SECOND YEAR – FALL SEMESTER					NOTES
Course No. and Title	*Cr.*	*Term*	*Grade*	*Prerequisite*	
ACCT 1010 – Principles of Accounting I	3			Level 2 placement in Math and Reading	
BUSN 2340 – Human Resource Mgmt. OR BUSN 2350 – Organizational Behavior	3			Level 2 placement in English and Reading	
BUSN 1305 – Introduction to Business	3			None	
ADMN 2330 – Database Applications	3			BUSN 1360 with a grade of "C" or higher	Fall Only
ADMN 1308 – Office Procedures	3			ADMN 1310	Fall Only
Total Credit Hours	**15**				
SECOND YEAR – SPRING SEMESTER					NOTES
Course No. and Title	*Cr.*	*Term*	*Grade*	*Prerequisite*	
BUSN 2330 – Principles of Management	3			Level 2 placement in English and Reading	
BUSN 1350 – Sales and Service	3			None	
ECON 2100 – Princ. of Macroeconomics OR ECON 2200 – Princ. of Microeconomics	3			Level 2 placement in English and Reading	
BUSN 2300 – Business Ethics OR BUSN 2370 – Legal Environment of Bus.	3			Level 2 placement in English and Reading	
ADMN 2390 – Capstone Experience for APT	3			Completion of the following ADMN prerequisite courses required: ADMN 1305, ADMN 1308, ADMN 1310, ADMN 1311, ADMN 1313, and ADMN 2330	Spring Only This course should be taken during the last semester before graduation.
Total Credit Hours	**15**				
Total A.A.S. Degree Credit Hours	**61**				

Revised March 2019