

Nashville State Community College Community College Area of Emphasis Administrative Assistant Technical Certificate
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NAME: _____ A# _____ CATALOG YR: 2015 - 2016

GENERAL EDUCATION	NOTES
No General Education Required for the Technical Certificate	

FIRST YEAR – FALL SEMESTER					NOTES
Course No. and Title	Cr.	Term	Grade	Prerequisite	
INFS 1010 - Computer Applications	3			Level 2 placement in Reading	
BUSN 1305 - Introduction to Business	3			None	
OAD 1100 - Keyboarding/Formatting	3			None	
OAD 1116 - Business English	3			Level 2 placement in English and Reading	
Total Credit Hours	12				

FIRST YEAR – SPRING SEMESTER					NOTES
Course No. and Title	Cr.	Term	Grade	Prerequisite	
OAD 1117 - Business Communications	3			INFS 1010 with a grade of "C" or higher. Level 2 placement in English and Reading. Note: Office Administration majors should complete OAD 1116 before enrolling in OAD 1117.	
OAD 1225 - Word	3			OAD 1100 & INFS 1010 with a grade of "C" or higher	
OAD 1235 - Excel	3			INFS 1010 with a grade of "C" or higher	
Total Credit Hours	9				

SECOND YEAR – FALL SEMESTER					
Course No. and Title	Cr.	Term	Grade	Prerequisite	
OAD 2125 - Access	3			INFS 1010 with a grade of "C" or higher	
OAD 2840 - Office Procedures (Fall only)	3			OAD 1117	
Business Elective Choose (1) of the following: BUSN 2350 - Organizational Behavior or BUSN 2340 - Human Resource Mgmt.	3			Level 2 placement in English and Reading	
Total Credit Hours	9				

- Students enrolled in a technical certificate program are considered non-degree students.
- In all cases, qualified students must meet entry-level standards for the courses in which they enroll, be able to complete assignments, and be able to read and write at the required level.
- Courses are offered day, evening, Web and hybrid for your convenience.
- All courses apply to the Associate of Applied Science degree in Office Administration once the admissions requirements for the college have been met.

It is the student's responsibility to insure that all requirements for the certificate are met. It is best to work out a systematic approach to taking the required courses, because not all courses may be offered every semester, especially the second year courses. Please work with your advisor when scheduling courses.

To receive your certificate you must complete and file an Intent to Graduate Form. The form can be obtained from the Records Office or downloaded from the Records Office website.

Revised 05/12/2015