

Nashville State Community College
Office Administration-Business Office Professional Concentration
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: 2015-2016

FIRST YEAR – FALL SEMESTER					NOTES
Course No. and Title	Cr.	Term	Grade	Prerequisite	
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.	
INFS 1010 - Computer Applications	3			Level 2 placement in Reading	
OAD 1116 - Business English	3			Level 2 placement in English and Reading	
OAD 1100 - Keyboarding/Formatting	3			None	
¹ Humanities	3			Level 1 placement in English; Level 2 placement in Reading or concurrent enrollment in READ 0815.	
Total Credit Hours	15				

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 and INFS 1010 with a grade of "C" or higher	
OAD 1235 - Excel®	3			INFS 1010 with a grade of "C" or higher	
SPCH 1010 - Fundamentals of Speech Comm. or SPCH - 1112 Speech	3			ENGL 1010	
Mathematics: MATH-1530 or MATH-1630	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 2350 - Organizational Behavior or BUSN 2340 - Human Resource Mgmt.	3			Level 2 placement in English and Reading	
BUSN 1305 - Introduction to Business	3			None	
OAD 2125 - Access®	3			INFS 1010 with a grade of "C" or higher	
OAD 2840 - Office Procedures (Fall only)	3			OAD 1117	
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.	
CPT 1010 – User Support/Help Desk or BUSN 1350 – Sales and Service	3			CPT 1010- Level 2 placement in English and Reading BUSN 1350- None	
² Social Science: ECON 2010 or ECON 2020	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	
OAD 2950-Office Professional Capstone (Spring only)	3			OAD 1116, OAD 1117, OAD 1225, OAD 1235, OAD 2125 and OAD 2840	
Total Credit Hours	15				

¹ Humanities and/or Fine Arts Choose from ART 1030; ARTH 2010, 2020; ENGL 2010, 2020, 2030, 2110, 2120, 2133, 2140, 2210, 2220, 2310, 2320; MUS 1030 (recommended); PHIL 1030, 1111, 2022, 2200; THEA 1030. Check specific humanities prerequisite before enrolling.

²Social/Behavioral Sciences: Choose from ECON 2010, 2020.