Nashville State Community College
Administrative Assistant
Technical Certificate

NAME: _____   *A#*_____   *CATALOG YR:* **2020 - 2021**

GENERAL EDUCATION	NOTES
No General Education Required for the Technical Certificate	

FIRST YEAR – FALL SEMESTER					NOTES
Course No. and Title	*Cr.*	*Term*	*Grade*	*Prerequisite*	
BUSN 1305 – Introduction to Business	3			None	
BUSN 1360 – Software Applications for Business	3			Level 2 placement in Reading	
ADMN 1302 – Keyboarding/Formatting I	3			None	
ADMN 1305 – 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*	
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
Total Credit Hours	**9**				

SECOND YEAR – FALL SEMESTER					NOTES
Course No. and Title	*Cr.*	*Term*	*Grade*	*Prerequisite*	
ADMN 1308 – Office Procedures	3			ADMN 1310	Fall Only
ADMN 2330 – Database Applications	3			BUSN 1360 with a grade of "C" or higher	Fall Only
Business Elective (choose one): BUSN 2340 – Human Resource Mgmt. OR BUSN 2350 – Organizational Behavior	3			Level 2 placement in English and Reading	
Total Credit Hours	**9**				
Total Certificate Hours	**30**				

Program Notes:
- 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.
- All courses apply to the Associate of Applied Science degree in Administrative Professional Technology (Business Office Pathway) once the admissions requirements for the college have been met.

It is the student's responsibility to ensure 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.