

Nashville State Community College
Office Administration - Administrative Assistant Technical Certificate Advising Sheet
2013-2014 Catalog

NAME: _____

A#: _____

PHONE: (WORK) _____ (HOME) _____

ADMINISTRATIVE ASSISTANT TECH CERT

EMAIL: _____

NOTES

FIRST SEMESTER			
Course No. and Title	Cr.	Grade	Prerequisite
INFS 1010 – Computer Applications	3		Completion of all Learning Support competencies for reading and math
BUS 1113 – Intro to Business	3		Completion of all competencies in Learning Support reading
OAD 1100 – Keyboarding/Formatting	3		No prerequisite
OAD 1116 – Business English	3		Completion of all Learning Support competencies for reading and writing

SECOND SEMESTER			
Course No. and Title	Cr.	Grade	Prerequisite
OAD 1117 – Business Communications	3		INFS 1010 with a grade of “C” or higher. Students must have knowledge of grammar and spelling to be successful in this course. 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

THIRD SEMESTER			
Course No. and Title	Cr.	Grade	Prerequisite
OAD 2125 – Access®	3		INFS 1010 with a grade of “C” or higher
OAD 2840 – Office Procedures	3		OAD 1117
BUS 2111 – Organizational Behavior or BUS 2250 – Human Resource Management	3		Completion of all competencies in Learning Support reading and writing

- 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.