

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: 2013-2014

FIRST YEAR – FALL SEMESTER					NOTES/COMMENTS
Course No. and Title	Cr.	Term	Grade	Prerequisite	
ENGL 1010-English Composition I	3			Completion of all competencies in LS reading and writing	
INFS 1010-Computer Applications	3			Completion of all competencies in LS reading and math	
OAD 1116- Business English	3			Completion of all LS competencies in reading and writing	
OAD 1100-Keyboarding/Formatting	3			NONE	
BUS 1113-Intro to Business	3			Completion of all LS competencies in reading	
Total Credit Hours	15				

FIRST YEAR – SPRING SEMESTER					NOTES/COMMENTS
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	
SPCH 1010 -Fundamentals of Speech Comm. or SPCH-1112 Speech	3			ENGL 1010	
Mathematics: Math-1530 or Math-1630	3			Completion of all competencies in LS Math	
Total Credit Hours	15				

SECOND YEAR – FALL SEMESTER					NOTES/COMMENTS
Course No. and Title	Cr.		Grade	Prerequisite	
ACCT 1010-Principles of Accounting I	3			Completion of all competencies in LS Math	
BUS 2111- Organizational Behavior or BUS 2250-Human Resource Management	3			Completion of all competencies in LS reading and writing	
BUS 2310-Business Ethics or BUS 2650-Legal Environment of Business	3			Completion of all competencies in LS reading and writing	
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/COMMENTS
Course No. and Title	Cr.		Grade	Prerequisite	
BUS 2400-Principles of Management	3			Completion of all competencies in Learning Support reading and writing	
CIS 1070-Professional Workplace Skills MKT 1400-Customer Service & Sales	3			CIS 1070-Completion of all competencies in LS reading and writing MKT 1400- Completion of LS competencies for reading and writing	
² Social Science: Econ-2010 or Econ-2020	3			Completion of all competencies in LS reading and writing	
¹ Humanities	3			Completion of all competencies in LS reading and writing	
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.

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