

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: 2014-2015

| 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 | |
| BUSN 1305 - Introduction 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 | |
| BUSN 2350 - Organizational Behavior or BUSN 2340 - Human Resource Mgmt. | 3 | | | Completion of all competencies in LS reading and writing | |
| BUSN 2300 - Business Ethics or BUSN 2370 - Legal Environment of Bus. | 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 | |
| BUSN 2330 - Principles of Management | 3 | | | Completion of all competencies in Learning Support reading and writing | |
| CPT 1010 – User Support/Help Desk BUSN 1350 – Sales and Service | 3 | | | CPT 1010-Completion of all competencies in LS reading and writing BUSN 1350- Completion of all competencies in LS 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.