

**Nashville State Community College**  
**Office Administration-Medical 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
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 competencies in LS reading and writing	
OAD 1100-Keyboarding/Formatting	3			NONE	
BIOL 1000-Medical Terminology	3			NONE	
<b>Total Credit Hours</b>	<b>15</b>				

FIRST YEAR – SPRING SEMESTER					NOTES
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	
HCM 2000-Healthcare Delivery Systems	3			Completion of all competencies in LS reading and writing. Student must maintain a grade of "C" or higher in order to progress in program.	
BUS 2111-Organizational Behavior or				BUS 2111-Completion of all competencies in LS reading and writing	
BUS 2250-Human Resource Management	3			BUS 2250- Completion of all competencies in LS reading and writing	
<b>Total Credit Hours</b>	<b>15</b>				

SECOND YEAR – FALL SEMESTER					NOTES
Course No. and Title	Cr.		Grade	Prerequisite	
Mathematics: Math-1530 or Math-1630	3			Completion of all competencies in LS Math	
BUS 1113-Intro to Business* or	3			BUS 1113-Completion of all competencies in LS reading	
HCM 2200-Medical Legal Issues*				HCM 2200-Completion of all LS competencies for reading and writing. Student must maintain a grade of "C" or higher in order to progress in program.	
<sup>1</sup> Humanities	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	
<b>Total Credit Hours</b>	<b>15</b>				

SECOND YEAR – SPRING SEMESTER					NOTES
Course No. and Title	Cr.		Grade	Prerequisite	
SPCH 1010-Fundamentals of Speech Comm. or SPCH 1112-Speech	3			ENGL 1010	
ACCT 1010-Principles of Accounting I* or				ACCT 1010-Completion of all competencies in LS math.	
HCM 2250-Survey of Coding* (see note)	3			HCM 2250- Completion of all Learning Support competencies for reading and writing. Student must maintain a grade of "C" or higher in order to progress in program.	
BUS 2400-Principles of Management	3			Completion of all competencies in LS reading and writing	
<sup>2</sup> Social Science Econ-2010 or Econ-2020	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	
<b>Total Credit Hours</b>	<b>15</b>				

<sup>1</sup> 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.

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

\*When deciding between BUS 1113 and HCM 2200, if BUS 1113 is chosen in the third semester, then ACCT 1010 should be chosen in the fourth semester. If HCM 2200 is chosen in the third semester, then HCM 2250 should be chosen in the fourth semester.