

Nashville State Technical Community College
OFFICE ADMINISTRATION
Administrative Assistant Technical Certificate
Advising Sheet
2008-2009

NAME: _____

A#: _____

PHONE: (WORK) _____ (HOME) _____

CERTIFICATE: ADMINISTRATIVE ASSISTANT

EMAIL: _____

NOTES AND COMMENTS

FIRST SEMESTER			
<i>Course No. and Title</i>	<i>Cr.</i>	<i>Grade</i>	<i>Prerequisite</i>
AIS 1181 – Business Software Applications	3		
BUS 1113 – Intro to Business	3		
OAD 1100 – Keyboarding/Formatting	3		
OAD 1116 – Business English	3		

SECOND SEMESTER			
<i>Course No. and Title</i>	<i>Cr.</i>	<i>Grade</i>	<i>Prerequisite</i>
OAD 1117 – Business Communications	3		AIS 1181, OAD 1100, and OAD 1116
OAD 1225 – Word	3		AIS 1181
OAD 1235 – Excel®	3		AIS 1181

THIRD SEMESTER			
<i>Course No. and Title</i>	<i>Cr.</i>	<i>Grade</i>	<i>Prerequisite</i>
OAD 2125 – Access™	3		AIS 1181
OAD 2840 – Office Procedures	3		<i>Corequisite</i> OAD 1117
BUS 2111 – Organizational Behavior	3		

- Students enrolled in a technical certificate program are considered non-degree students. Placement assessment is not required for acceptance into the Administrative Assistant Technical Certificate program.
- Although certificate students are not required to complete normal assessment procedures, they should realize that the content of college-level courses assumes mastery of fundamental knowledge, skills, and aptitudes required for the course.
- 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 link : <http://www.nsc.edu/records/forms.html>