

**Nashville State Community College**  
**Office Administration Advising Sheet - Medical Office Professional Concentration**  
**2009-2011 Catalog**

NAME: \_\_\_\_\_  
 PHONE: (WORK) \_\_\_\_\_ (HOME) \_\_\_\_\_  
 E-MAIL: \_\_\_\_\_

A #: \_\_\_\_\_  
 MAJOR: *Office Administration*  
*Medical Office Professional Concentration*

NOTES

<b>FIRST YEAR - FALL SEMESTER</b>			
<i>Course No. and Title</i>	<i>Cr.</i>	<i>Grade</i>	<i>Prerequisite</i>
AIS 1181 – Business Software Applications	3		DSPR 0800 and DSPM 0800
ENGL 1010 – English Composition I	3		DSPR 0800 and DSPW 0800
OAD 1116 – Business English	3		DSPR 0700 and DSPW 0700
OAD 1100 – Keyboarding/Formatting	3		No prerequisite
BIOL 1000 – Medical Terminology	3		No prerequisite
<b>FIRST YEAR - SPRING SEMESTER</b>			
<i>Course No. and Title</i>	<i>Cr.</i>	<i>Grade</i>	<i>Prerequisite</i>
OAD 1117 – Business Communications	3		AIS 1181; Office Administration majors should complete OAD 1116 before enrolling in OAD 1117.
OAD 1225 – Word®	3		OAD 1100 and AIS 1181
OAD 1235 – Excel®	3		AIS 1181
HCM 2000 – Healthcare Delivery Systems	3		DSPR 0800 and DSPW 0700
BIOL 1004 – Basic Anatomy/Physiology	3		No prerequisite
<b>SECOND YEAR - FALL SEMESTER</b>			
<i>Course No. and Title</i>	<i>Cr.</i>	<i>Grade</i>	<i>Prerequisite</i>
Mathematics Elective (Choose one) MATH 1530, or MATH 1630	3		DSPM 0800
BUS 1113 – Intro to Business or HCM 2200 – Medical Legal Issues	3		BUS 1113 (DSPR 0800 and DSPW 0700) HCM 2200 (DSPR 0800 and DSPW 0700)
Humanities Elective	3		(See approved list in college catalog.)
OAD 2125 – Access®	3		AIS 1181
Social Sciences Elective (Choose one) ECON 1111– Principles of Macroeconomics or ECON 1121 – Principles of Microeconomics	3		DSPR 0800 and DSPW 0700
<b>SECOND YEAR - SPRING SEMESTER</b>			
<i>Course No. and Title</i>	<i>Cr.</i>	<i>Grade</i>	<i>Prerequisite or Corequisite</i>
SPCH 1010 – Speech or SPCH 1112 – Fundamentals of Speech Comm (effective Fall 2010)	3		ENGL 1010
ACCT 1104 – Principles of Accounting I or HCM 2600 – Insurance & Reimbursement	3		ACCT 1104 (DSPM 0800) HCM 2600 (HCM 2000 and HCM 2200)
BUS 2400 – Principles of Management	3		DSPR 0800 and DSPW 0700
OAD 2840 – Office Procedures	3		Prerequisite: OAD 1117
OAD 2950– Office Professional Capstone	3		Prerequisites: OAD 1116, OAD 1117, OAD 1225, OAD 1235, and OAD 2125 Corequisite: OAD 2840