

Nashville State Community College
Administrative Professional Technology - Business Office 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: 2016-2017

FIRST YEAR – FALL SEMESTER					NOTES
Course No. and Title	Cr.	Term	Grade	Prerequisite	
NSSC 1010 - First Year Experience	1			None	
ENGL 1010 - English Composition I	3			Level 2 placement in English or Level 1 placement in English with concurrent enrollment in ENGL 0815 and level 2 placement in Reading or level 1 placement in Reading with concurrent enrollment in READ 0815.	
BUSN 1360 – Software Applications for Business	3			Level 2 placement in Reading	
ADMN 1305 - Business English	3			Level 2 placement in English and Reading	
ADMN 1302 - Keyboarding/Formatting I	3			None	
Humanities/Fine Arts Elective (choose one): MUS 1030 or ART 1030	3			Level 1 placement in English; Level 2 placement in Reading or concurrent enrollment in READ 0815.	
Total Credit Hours	16				
FIRST YEAR – SPRING SEMESTER					NOTES
Course No. and Title	Cr.	Term	Grade	Prerequisite	
ADMN 1310 - Business Communications	3			BUSN 1360 with a grade of "C" or higher. Level 2 placement in English and Reading. Note: APT majors should complete ADMN 1305 before enrolling in ADMN 1310.	
ADMN 1311 - Word Processing I	3			ADMN 1302 and BUSN 1360 with a grade of "C" or higher.	
BUSN 1305 – Introduction to Business	3			None	
SPCH 1010 - Fundamentals of Speech Comm. or SPCH 1112 - Speech	3			ENGL 1010	
Mathematics (choose one): MATH 1530 or MATH 1630	3			MATH 1530-Level 2 placement or higher in Math or concurrent enrollment in MATH 0835. MATH 1630-Level 2 placement or higher in Math or concurrent enrollment in MATH 0845.	
Total Credit Hours	15				
SECOND YEAR – FALL SEMESTER					NOTES
Course No. and Title	Cr.	Term	Grade	Prerequisite	
ACCT 1010 - Principles of Accounting I	3			Level 2 placement in Math and Reading	
BUSN 2350 - Organizational Behavior or BUSN 2340 - Human Resource Mgmt.	3			Level 2 placement in English and Reading	
ADMN 1313 – Spreadsheet Applications	3			BUSN 1360 with a grade of "C" or higher	
ADMN 2330 - Database Applications	3			BUSN 1360 with a grade of "C" or higher	
ADMN 1308 - Office Procedures (fall only)	3			ADMN 1310	
Total Credit Hours	15				
SECOND YEAR – SPRING SEMESTER					NOTES
Course No. and Title	Cr.	Term	Grade	Prerequisite	
BUSN 2330 - Principles of Management	3			Level 2 placement in English and Reading.	
BUSN 1350 - Sales and Service	3			None	
Social Science (choose one): ECON 2010 or ECON 2020	3			Level 2 placement in English and Reading	
BUSN 2300 - Business Ethics or BUSN 2370 - Legal Environment of Bus.	3			Level 2 placement in English and Reading	
ADMN 2390 - Capstone Experience for APT (spring only)	3			Instructor permit required. (Completion of the following ADMN prerequisite courses required: ADMN 1308, ADMN 1310, ADMN 1311, ADMN 1313)	This course should be taken during the last semester before graduation.
Total Credit Hours	15				
Total A.A.S. Degree Credit Hours	61				