

**Nashville State Community College  
Administrative Assistant Technical Certificate**

NAME: \_\_\_\_\_

A# \_\_\_\_\_

CATALOG YR: 2016 - 2017

GENERAL EDUCATION	NOTES
No General Education Required for the Technical Certificate	

FIRST YEAR – FALL SEMESTER					NOTES
Course No. and Title	Cr.	Term	Grade	Prerequisite	
BUSN 1360 – Software Applications for Business	3			Level 2 placement in Reading	
BUSN 1305 - Introduction to Business	3			None	
ADMN 1302 - Keyboarding/Formatting I	3			None	
ADMN 1305 - Business English	3			Level 2 placement in English and Reading	
<b>Total Credit Hours</b>	<b>12</b>				

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 & BUSN 1360 with a grade of "C" or higher	
Business Elective (choose one): BUSN 2350 - Organizational Behavior or BUSN 2340 - Human Resource Mgmt.	3			Level 2 placement in English and Reading	
<b>Total Credit Hours</b>	<b>9</b>				

SECOND YEAR – FALL SEMESTER					NOTES
Course No. and Title	Cr.	Term	Grade	Prerequisite	
ADMN 2330 - Database Applications	3			BUSN 1360 with a grade of "C" or higher	
ADMN 1308 - Office Procedures (fall only)	3			ADMN 1310	
ADMN 1313 - Spreadsheet Applications	3			BUSN 1360 with a grade of "C" or higher	
<b>Total Credit Hours</b>	<b>9</b>				
<b>Total Certificate Hours</b>	<b>30</b>				

- Students enrolled in a technical certificate program are considered non-degree students.
- 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, and Web for your convenience.
- All courses apply to the Associate of Applied Science degree in Administrative Professional Technology (Business Office Concentration) 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.

**Revised 3-15-2016**