

**Prior-Learning Assessment Credit Opportunities  
2023-2024  
Administrative Professional Technology  
Nashville State Community College  
Nashville, TN**

Course Number	Course Name	PLA Opportunity			
		Credit-by Exam <sup>1</sup>	CAP credit <sup>2</sup>	MOS Exam <sup>3</sup>	Work-based Learning
ADMN 1302	<a href="#">Keyboarding/Formatting I</a>	<b>X</b>			
ADMN 1305	<a href="#">Business English</a>	<b>X</b>			
ADMN 1308	<a href="#">Office Procedures</a>	<b>X</b>	<b>X</b>		
ADMN 1310	<a href="#">Business Communications</a>	<b>X</b>	<b>X</b>		
ADMN 1311	<a href="#">Word Processing I</a>			MOS – Word Expert using Word 2019 or 365 Apps	
ADMN 1313	<a href="#">Spreadsheet Applications</a>			MOS – Excel Expert using Excel 2019 or 365 Apps	
ADMN 2330	<a href="#">Database Applications</a>			MOS – Access Expert using Access 2019 or 365 Apps	
ADMN 2390	<a href="#">Capstone for APT<sup>4</sup></a>				<b>X</b>
BUSN 1360	<a href="#">Software Applications for Business</a>	Submission of three successful MOS certifications in Office 2019 or higher at the associate level. <ul style="list-style-type: none"> <li>• Word</li> <li>• Excel</li> <li>• PowerPoint</li> </ul>			

<sup>1</sup> Credit by Exam – For a small test fee, students take an exam created and graded by a NSCC instructor. See the NSCC online catalog for instructions on applying for a Credit by Exam.

<sup>2</sup> CAP – Certified Administrative Professional earned through the International Association of Administrative Professionals. For more information: [www.iaap-hq.org](http://www.iaap-hq.org)

<sup>3</sup> MOS Exam – Microsoft Office Specialist Exams are the Microsoft authorized certification exams which show competence at varying levels with the Microsoft Office Suite. For more information: <https://www.microsoft.com/en-us/learning/mos-certification.aspx> Certiport is the official provider of the MOS exams. Visit this site to learn more: <https://certiport.pearsonvue.com/Certifications/Microsoft>

<sup>4</sup> APT students may enroll in ADMN 2395 (APT Internship) using an approved work placement.

**CAP**

NOTE: A currently enrolled student may receive advanced credit standing by successfully completing the Certified Administrative Professional Exam (CAP). The student may receive the following credits based on verification of successful completion of the exam:

<b>Course</b>	<b>Credits</b>
ADMN 1310 - Business Communications	3
ADMN 1308 - Office Procedures	3
BUSN 1305 - Introduction to Business	3
BUSN 2340 - Human Resource Management	3
Total	12

In addition to the APT courses, students might want to consider CLEP credits for general education courses such as English or Economics.