

Nashville State Community College Administrative Assistant Technical Certificate

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# 00	Date:	Catalog: 2023-2024
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General Education

No General Education Required for the Technical Certificate

First Year - Fall Semester

Course Number and Title	Credit	Term	Grade	Prerequisites	Notes
First 7-Week Session					
ADMN 1302 Keyboarding Formatting I	3			None	
BUSN 1360 Software App. for Business	3			Level 2 placement in Reading	
Second 7-Week Session					
ADMN 1305 Business English	3			Level 2 placement in English and Reading	
BUSN 1305 Introduction to Business	3			None	
Total Credit Hours	12				

First Year - Spring Semester

Course No. and Title	Credit	Term	Grade	Prerequisites	Notes
First 7-Week Session					
ADMN 1311 Word Processing I	3			ADMN 1302 and BUSN 1360 with a grade of "C" or higher	Spring Only
ADMN 1313 Spreadsheet Applications	3			BUSN 1360 with a grade of "C" or higher	Spring Only
Second 7-Week Session					
ADMN 1310 Business Communications	3			Level 2 placement in English and Reading	APT majors should complete ADMN 1305 before enrolling in ADMN 1310.
Total Credit Hours	9				

Second Year - Fall Semester

Course No. and Title	Credit	Term	Grade	Prerequisites	Notes
First 7-Week Session					
Business Elective (choose one): BUSN 2340 Human Resource Mgt. or BUSN 2350 Organizational Behavior	3			Level 2 placement in English and Reading	
ADMN 2330 Database Applications	3			BUSN 1360 with a grade of "C" or higher	Fall Only
Second 7-Week Session					
ADMN 1308 Office Procedures	3			ADMN 1310	Fall Only
Total Credit Hours	9				
Total Certificate Hours	30				

PROGRAM NOTES:

- 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.
- All courses apply to the Associate of Applied Science degree in Administrative Professional Technology once the admissions requirements for the college have been met.

It is the student's responsibility to ensure 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.