

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.

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|--------------|--------------|--------------|---------------------------|
| Name: | A# 00 | Date: | Catalog: 2025-2026 |
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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 | | | | | |
| ADMN 2330 Database Applications | 3 | | | BUSN 1360 with a grade of "C" or higher | Fall Only |
| Second 7-Week Session | | | | | |
| BUSN 2385 Project Design and Management | 3 | | | BUSN 1360 and Level 2 placement in English and Reading | |
| 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.