

Administrative Professional Technology

at Nashville State Community College



Associate of Applied Science Degree

*Business Office Concentration
Medical Business Concentration*

Technical Certificate

Administrative Assistant



Nashville State
Community College

Administrative Assistant Technical Certificate

The Administrative Assistant Technical Certificate is intended to provide entry-level skills for a person wishing to begin a career in office administration. The Technical Certificate provides an alternative to students who choose not to pursue the Administrative Professional Technology Associate of Applied Science.

Technical Certificate Course Requirements

Technical Certificate Courses Credits

Business

BUSN 1305 Introduction to Business.	3
BUSN 1360 Software App. for Business.	3
BUSN 2385 Project Design and Management.	3

Administrative Professional Technology

ADMN 1302 Keyboarding/Formatting I.	3
ADMN 1305 Business English.	3
ADMN 1308 Office Procedures.	3
ADMN 1310 Business Communications.	3
ADMN 1311 Word Processing I.	3
ADMN 1313 Spreadsheet Applications	3
ADMN 2330 Database Applications.	3

Total Required – Technical Certificate 30

Transfer/Advising

The certificate is designed so that a student can apply all of the required courses toward the Nashville State A.A.S. degree in Administrative Professional Technology.



Associate of Applied Science

The A.A.S. in Administrative Professional Technology is accredited by the Accreditation Council for Business Schools and Programs.

The mission of the Administrative Professional Technology program at Nashville State Community College is to seamlessly integrate our graduates into the workforce by preparing students for the challenging and rewarding needs of today's employers by developing relevant and innovative skills in communication, technology, and management.

Our program provides skills for students seeking a career as an administrative assistant in an office environment. Two distinct concentrations allow future professionals to focus career preparation toward the business office environment or the medical business environment.

Graduates of the program should be able to:

- Demonstrate skill development in software applications.
- Perform electronic and routine office procedures.
- Prepare documents pertinent to an office environment.
- Explain proper management protocol for office files.
- Demonstrate use of specialty vocabulary through effective office communication.
- Develop decision-making and problem-solving skills.

Career Opportunities

- Receptionist
- Office Manager
- Administrative Assistant/Executive Assistant

A.A.S. Degree Transfer/Advising

The A.A.S. degree is designed to prepare a student for employment upon graduation. Some universities, accept some technical courses for transfer. A student who plans to transfer to a university should consult their advisor and the receiving university about transfer policies. Failure to do so could result in loss of transfer credits.

Currently enrolled students may receive course credit through advanced credit standing, work experience, or credit by examination. Students should see the NSCC Catalog (catalog.nsc.edu) Administrative Professional Technology A.A.S. Business Office and Medical Business concentrations program descriptions for details, and consult their advisor for specific instructions.

Administrative Professional Technology – Business Office A.A.S. Course Requirements

A.A.S. Degree Courses Credits

English

ENGL 1010 English Composition I 3

Speech (choose one)

COMM 2025 Fundamentals of Communication 3

COMM 2045 Public Speaking 3

Humanities/Fine Arts Elective (choose one)

ART 1035 Introduction to Art 3

MUS 1030 Introduction to Music. 3

Freshman Seminar

NSCC 1010 First Year Experience 1

Mathematics Elective (choose one)

MATH 1010 Math for General Studies 3

MATH 1530 Introductory Statistics 3

MATH 1630 Finite Mathematics 3

Social Sciences Elective (choose one)

ECON 2100 Principles of Macroeconomics 3

ECON 2200 Principles of Microeconomics. 3

Accounting

ACCT 1010 Principles of Accounting I. 3

Business

BUSN 1305 Introduction to Business. 3

BUSN 1350 Sales and Service. 3

BUSN 1360 Software App. for Business. 3

BUSN 2330 Principles of Management 3

Business Elective (choose one)

BUSN 2340 Human Resource Management 3

BUSN 2350 Organizational Behavior. 3

Business Elective (choose one)

BUSN 2300 Business Ethics 3

BUSN 2370 Legal Environment of Business. 3

Administrative Professional Technology

ADMN 1302 Keyboarding/Formatting I. 3

ADMN 1305 Business English. 3

ADMN 1308 Office Procedures. 3

ADMN 1310 Business Communications. 3

ADMN 1311 Word Processing I. 3

ADMN 1313 Spreadsheet Applications 3

ADMN 2330 Database Applications. 3

ADMN 2390 Capstone Experience for APT 3

Total Required – A.A.S. Degree 61

**Courses should be taken in the recommended sequence listed in the catalog or advising sheet in order to ensure graduation on schedule.*

Administrative Professional Technology – Medical Business A.A.S. Course Requirements

A.A.S. Degree Courses Credits

English

ENGL 1010 English Composition I 3

Speech (choose one)

COMM 2025 Fundamentals of Communication 3

COMM 2045 Public Speaking 3

Humanities/Fine Arts Elective (choose one)

ART 1035 Introduction to Art 3

MUS 1030 Introduction to Music. 3

Science

BIOL 1000 Medical Terminology. 3

Freshman Seminar

NSCC 1010 First Year Experience 1

Mathematics Elective (choose one)

MATH 1010 Math for General Studies 3

MATH 1530 Introductory Statistics 3

MATH 1630 Finite Mathematics 3

Social Sciences Elective (choose one)

ECON 2100 Principles of Macroeconomics 3

ECON 2200 Principles of Microeconomics. 3

Business

BUSN 1305 Introduction to Business. 3

BUSN 1360 Software App. for Business. 3

BUSN 2385 Project Design and Management. 3

Medical Management

HCMT 2305 Healthcare Delivery Systems 3

HCMT 2315 Medical Legal Issues 3

HCMT 2370 Electronic Healthcare Apps 3

Administrative Professional Technology

ADMN 1302 Keyboarding/Formatting I. 3

ADMN 1305 Business English. 3

ADMN 1308 Office Procedures. 3

ADMN 1310 Business Communications. 3

ADMN 1311 Word Processing I. 3

ADMN 1313 Spreadsheet Applications 3

ADMN 2330 Database Applications. 3

ADMN 2390 Capstone Experience for APT 3

or ADMN 2395 APT Internship. 3

Total Required – A.A.S. Degree 61

**Courses should be taken in the recommended sequence listed in the catalog or advising sheet in order to ensure graduation on schedule.*

Additional Course Requirements

The Tennessee Board of Regents requires that students either demonstrate the appropriate skill levels in math, reading, and/or writing before enrolling in college-level courses or enroll in appropriate co-requisite experiences with college-level courses to develop competency in those skills while performing college-level work. ACT/SAT scores, ACCUPLACER test scores, COMPASS test scores, or other relevant information determine whether a student needs to enroll in co-requisite courses in math, reading, and/or writing (English).

Career Services

Nashville State Community College has a very active Career Services Office that assists students, graduates, and alumni with their employment needs. For more information about Career Services, visit:

[NSCC.edu/career-services](https://www.nsc.edu/career-services)

Program Accreditation

The Administrative Professional Technology A.A.S. degree is accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

For more information, please contact

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NSCC.edu/administrative-assistant



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