## Nashville State Community College A.A.S. Degree in Administrative Professional Technology – Business Office Pathway 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

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.

				A# 00 Date: Catalog	g: 2024-2025
			1	First Year - Fall Semester	
Course Number and Title	Credit	Term	Grade	Prerequisites	Notes
First 5-Week Session					
NSCC 1010 First-Year Experience	1			First-time college students only	
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	
				Level 2 placement in English OR Level 1 placement in English with	
ENGL 1010 English Composition I	3			concurrent enrollment in ENGL 0815 AND Level 2 placement in Reading OR	
				Level 1 placement in Reading with concurrent enrollment in READ 0815	
ART 1035 or MUS 1030 (Humanities)	3			Level 1 placement in English; Level 2 placement in Reading or concurrent	
ANT 1033 of West 1030 (Hamanices)				enrollment in READ 0815	
Total Credit Hours	15/16				
			Fi	rst 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
COMM 2025 or COMM 2045	3			ENGL 1010	, ,
Second 7-Week Session					
					APT majors
					should complet
ADMN 1310 Business Communications	3			Level 2 placement in English and Reading	ADMN 1305
ADIVIN 1310 Business Communications	3			Level 2 placement in English and Reading	before enrolling
NAATU 4040 - NAATU 4520 - NAATU 4620	_			Land Onland and Control of Marks and a second and the control of t	in ADMN 1310.
MATH 1010 or MATH 1530 or MATH 1630	3			Level 2 placement in Math or concurrent enrollment in Math Support	
Total Credit Hours	15		C	The state of the s	
Course No. and Title	Cuadia	T-1111		econd Year - Fall Semester	Natas
Course No. and Title	Credit	Term	Grade	Prerequisites	Notes
First 7-Week Session BUSN 1305 Introduction to Business	_			News	
	3			None	
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ACCT 1010 Principles of Accounting I	3			Level 2 placement in Math and Reading	
ACCT 1010 Principles of Accounting I ADMN 2330 Database Applications	3			Level 2 placement in Math and Reading BUSN 1360 with a grade of "C" or higher	Fall Only
ACCT 1010 Principles of Accounting I ADMN 2330 Database Applications Second 7-Week Session	3			BUSN 1360 with a grade of "C" or higher	·
ACCT 1010 Principles of Accounting I ADMN 2330 Database Applications Second 7-Week Session				·	Fall Only Fall Only
ACCT 1010 Principles of Accounting I ADMN 2330 Database Applications Second 7-Week Session ADMN 1308 Office Procedures BUSN 2385 Project Design and	3			BUSN 1360 with a grade of "C" or higher  ADMN 1310	·
ACCT 1010 Principles of Accounting I ADMN 2330 Database Applications Second 7-Week Session ADMN 1308 Office Procedures BUSN 2385 Project Design and	3			BUSN 1360 with a grade of "C" or higher	·
ACCT 1010 Principles of Accounting I ADMN 2330 Database Applications Second 7-Week Session ADMN 1308 Office Procedures BUSN 2385 Project Design and Management	3			BUSN 1360 with a grade of "C" or higher  ADMN 1310	,
ACCT 1010 Principles of Accounting I ADMN 2330 Database Applications Second 7-Week Session ADMN 1308 Office Procedures BUSN 2385 Project Design and Management Total Credit Hours	3 3 3		Sec	BUSN 1360 with a grade of "C" or higher  ADMN 1310	,
ACCT 1010 Principles of Accounting I ADMN 2330 Database Applications Second 7-Week Session ADMN 1308 Office Procedures BUSN 2385 Project Design and Management Total Credit Hours  Course No. and Title	3 3 3	Term	Sec Grade	BUSN 1360 with a grade of "C" or higher  ADMN 1310  BUSN 1360 and Level 2 placement in English and Reading	·
ACCT 1010 Principles of Accounting I ADMN 2330 Database Applications Second 7-Week Session ADMN 1308 Office Procedures BUSN 2385 Project Design and Management Total Credit Hours  Course No. and Title	3 3 3 15	Term		BUSN 1360 with a grade of "C" or higher  ADMN 1310  BUSN 1360 and Level 2 placement in English and Reading  ond Year - Spring Semester	Fall Only
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ACCT 1010 Principles of Accounting I ADMN 2330 Database Applications Second 7-Week Session ADMN 1308 Office Procedures BUSN 2385 Project Design and Management Total Credit Hours  Course No. and Title First 7-Week Session BUSN 2300 Business Ethics or	3 3 3 15	Term		BUSN 1360 with a grade of "C" or higher  ADMN 1310  BUSN 1360 and Level 2 placement in English and Reading  ond Year - Spring Semester	Fall Only
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ACCT 1010 Principles of Accounting I ADMN 2330 Database Applications Second 7-Week Session ADMN 1308 Office Procedures BUSN 2385 Project Design and Management Total Credit Hours  Course No. and Title First 7-Week Session BUSN 2300 Business Ethics or BUSN 2370 Legal Environment of Business Choose 2	3 3 3 15 Credit	Term		BUSN 1360 with a grade of "C" or higher  ADMN 1310  BUSN 1360 and Level 2 placement in English and Reading  ond Year - Spring Semester  Prerequisites  Level 2 placement in English and Reading	Fall Only
ACCT 1010 Principles of Accounting I ADMN 2330 Database Applications Second 7-Week Session ADMN 1308 Office Procedures BUSN 2385 Project Design and Management Total Credit Hours  Course No. and Title First 7-Week Session BUSN 2300 Business Ethics or BUSN 2370 Legal Environment of Business Choose 2 BUSN 2340 Human Resource Mgt.	3 3 3 15 Credit	Term		BUSN 1360 with a grade of "C" or higher  ADMN 1310  BUSN 1360 and Level 2 placement in English and Reading  ond Year - Spring Semester  Prerequisites	Fall Only
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ACCT 1010 Principles of Accounting I ADMN 2330 Database Applications Second 7-Week Session ADMN 1308 Office Procedures BUSN 2385 Project Design and Management Total Credit Hours  Course No. and Title First 7-Week Session BUSN 2300 Business Ethics or BUSN 2370 Legal Environment of Business Choose 2 BUSN 2340 Human Resource Mgt. BUSN 2350 Organizational Behavior BUSN 2330 Principles of Management	3 3 3 15 Credit	Term		BUSN 1360 with a grade of "C" or higher  ADMN 1310  BUSN 1360 and Level 2 placement in English and Reading  ond Year - Spring Semester  Prerequisites  Level 2 placement in English and Reading	Fall Only
ACCT 1010 Principles of Accounting I ADMN 2330 Database Applications Second 7-Week Session ADMN 1308 Office Procedures BUSN 2385 Project Design and Management Total Credit Hours  Course No. and Title First 7-Week Session BUSN 2300 Business Ethics or BUSN 2370 Legal Environment of Business Choose 2 BUSN 2340 Human Resource Mgt. BUSN 2350 Organizational Behavior BUSN 2330 Principles of Management Second 7-Week Session	3 3 3 15 Credit	Term		BUSN 1360 with a grade of "C" or higher  ADMN 1310  BUSN 1360 and Level 2 placement in English and Reading  ond Year - Spring Semester  Prerequisites  Level 2 placement in English and Reading  Level 2 placement in English and Reading	Fall Only
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