

**Prior-Learning Assessment Credit Opportunities  
2019-2020  
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>
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 2016 or 2019
ADMN 1313	<a href="#">Spreadsheet Applications</a>			MOS – Excel Expert using Excel 2016 or 2019
<b>BUSN 1360</b>	<a href="#">Software Applications for Business</a>	Submission of four successful MOS certifications in Office 2016 or higher. The four required exams are the basic specialist level: <ul style="list-style-type: none"> <li>• Word</li> <li>• Excel</li> <li>• Access</li> <li>• PowerPoint</li> </ul>		

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:

Course	Credits
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.

<sup>1</sup> Credit by Exam – For a small test fee, students take an exam created and graded by a NSCC instructor. Exams must be taken in the first seven days of the semester. Passing scores prompt the recording of credit on the student’s transcript.

<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>