### Administrative Professional Technology/Health Care Office Administration Concentration

<table>
<thead>
<tr>
<th>SEMESTER</th>
<th>CREDIT HOURS</th>
<th>TERM COMPLETED</th>
<th>GRADE</th>
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<tbody>
<tr>
<td><strong>Semester I (Fall)</strong></td>
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<tr>
<td>ADMN 1005  Word</td>
<td>3</td>
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<tr>
<td>ADMN 2910  Medical Terminology I</td>
<td>4</td>
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<tr>
<td>BUSN 2330  Principles of Management</td>
<td>3</td>
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<tr>
<td>ENGL 1010  English Composition I</td>
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<tr>
<td>MATH 1530  Elementary Probability &amp; Statistics</td>
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<tr>
<td><strong>Semester II (Spring)</strong></td>
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<tr>
<td>ADMN 2621  Excel</td>
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<tr>
<td>ADMN 2921  Medical Terminology II</td>
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<tr>
<td>BUSN 2420  Customer Service</td>
<td>3</td>
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<tr>
<td>ECON 2010  Macroeconomics</td>
<td>3</td>
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<tr>
<td>HUM/FA¹  Humanities/Fine Arts Elective</td>
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<td><strong>Semester III (Fall)</strong></td>
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<tr>
<td>ACCT 1010  Principles of Accounting I</td>
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<tr>
<td>ADMN 2340  Database &amp; Electronic Records</td>
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<td>ADMN 2450  Communication Media</td>
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<tr>
<td>ADMN 2940  Medical Insurance Coding</td>
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<tr>
<td>BUSN 1380  Supervisory Management</td>
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<td><strong>Semester IV (Spring)</strong></td>
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<tr>
<td>ADMN 2010  Office Proficiency Assessment &amp; Certification</td>
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<tr>
<td>ADMN 2302  Administrative Professional Technology Internship</td>
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<tr>
<td>ADMN 2945  Insurance Billing &amp; Coding</td>
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<td>ADMN 2950  Health Care Insurance Survey</td>
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<td>SPCH 2100  Public Speaking</td>
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<tr>
<td><strong>Total Credit Hours Needed for Graduation:</strong></td>
<td><strong>60</strong></td>
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¹HUM/FA
See the list of General Education electives below.
### Communication

- ENGL 1010 - English Composition I ★
- ENGL 1020 - English Composition II ★
- SPCH 2100 - Public Speaking ★

### Humanities/Fine Arts

- ARTH 2010 - Survey of Art History I ★
- ARTH 2020 - Survey of Art History II ★
- ENGL 2110 - Early American Literature ★
- ENGL 2120 - Modern American Literature ★
- ENGL 2210 - British Literature: 650-1784 ★
- ENGL 2220 - British Literature: 1785-Present ★
- ENGL 2310 - World Literature: 2500 BCE-1650 ★
- ENGL 2320 - World Literature: 1650-Present ★
- ENGL 2331 - African-American Literature ★
- ENGL 2510 - Introduction to Poetry ★
- ENGL 2520 - Introduction to Drama ★
- ENGL 2530 - Introduction to Fiction ★
- ENGL 2810 - Introduction to Film Studies ★
- ENGL 2810 will fulfill a humanities elective but not the literature elective.
- MUS 1030 - Music Appreciation ★
- PHIL 1030 - Introduction to Philosophy ★
- PHIL 1500 - Philosophy & Film
- PHIL 2010 - Survey of World Religions ★
- PHIL 2400 - Introduction to Ethics ★
- PHO 1200 - History of Photography
- THEA 1030 - Introduction to Theatre ★

### Mathematics

- MATH 1010 - Survey of Mathematics ★
- MATH 1130 - College Algebra ★
- MATH 1530 - Elementary Probability & Statistics ★
- MATH 1630 - Finite Mathematics ★
- MATH 1710 - Precalculus Algebra ★
- MATH 1720 - Precalculus Trigonometry ★
- MATH 1730 - Precalculus ★
- MATH 1830 - Basic Calculus & Modeling ★
- MATH 1910 - Calculus I ★

### Natural Sciences

- BIOL 1110 - General Biology I ★
- BIOL 1120 - General Biology II ★
- BIOL 1310 - Concepts of Biology
- BIOL 2010 - Human Anatomy & Physiology I ★
- BIOL 2020 - Human Anatomy & Physiology II ★
- BOT 1010 - Fundamentals of Botany ★
- BOT 1020 - Fundamentals of Botany II ★
- CHEM 1010 - Principles of Chemistry ★
- CHEM 1020 - Basic Organic & Biochemistry ★
- CHEM 1110 - General Chemistry I ★
- CHEM 1120 - General Chemistry II ★
- CHEM 1310 - Concepts of Chemistry
- GEOL 1040 - Physical Geology ★
- GEOL 1050 - Historical Geology ★
- GEOL 1300 - The Environment W/Lab ★
- GEOL 1310 - Concepts of Earth Science
- PHYS 1300 - Concepts of Physics
- PHYS 2010 - Noncalculus Based Physics I ★
- PHYS 2020 - Noncalculus Based Physics II ★
- PHYS 2110 - Calculus Based Physics I ★
- PHYS 2120 - Calculus Based Physics II ★

### Social/Behavioral Sciences

- ANT 1300 - Cultural Anthropology ★
- ECON 2010 - Macroeconomics ★
- ECON 2020 - Microeconomics ★
- GEOG 1000 - Introduction to Geography
- HIST 2040 - African-American Studies ★
- PHED 1100 - Concepts of Wellness
- POLS 1020 - Introduction to Political Science ★
- POLS 1030 - American Government ★
- PSYC 1030 - General Psychology ★
- PSYC 2100 - Psychology of Human Development ★
- PSYC 2130 - Lifespan Psychology ★
- SOCI 1010 - Introduction to Sociology ★
- SOCI 1020 - Social Problems ★
- WMN 2200 - Women in Society ★

♦ This is a General Education course transferable within the Tennessee Board of Regents system.

★ This course is directly equivalent to a course at the University of Tennessee, Knoxville.