### 2013-2014 Pellissippi State Community College

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

<table>
<thead>
<tr>
<th>SEMESTER, CREDIT HOURS, TERM COMPLETED, GRADE</th>
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<tbody>
<tr>
<td><strong>Semester I (Fall)</strong></td>
</tr>
<tr>
<td>ADMN 1005  Word                          3</td>
</tr>
<tr>
<td>ADMN 2910  Medical Terminology I         4</td>
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<tr>
<td>ENGL 1010  English Composition I         3</td>
</tr>
<tr>
<td>MATH 1530  Elementary Probability &amp; Statistics 3</td>
</tr>
<tr>
<td>MGT 2000  Principles of Management       3</td>
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<tr>
<td><strong>Semester II (Spring)</strong></td>
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<tr>
<td>ADMN 2621  Excel                         3</td>
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<tr>
<td>ADMN 2921  Medical Terminology II        3</td>
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<tr>
<td>ECON 2010  Macroeconomics                3</td>
</tr>
<tr>
<td>HUM/FA *  Humanities/Fine Arts Elective  3</td>
</tr>
<tr>
<td>MKT 2420  Customer Service               3</td>
</tr>
<tr>
<td><strong>Semester III (Fall)</strong></td>
</tr>
<tr>
<td>ACCT 1010  Principles of Accounting I    3</td>
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<tr>
<td>ADMN 2340  Database &amp; Electronic Records 3</td>
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<tr>
<td>ADMN 2450  Communication Media           4</td>
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<tr>
<td>ADMN 2940  Medical Insurance Coding      3</td>
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<tr>
<td>SPCH 2100  Public Speaking               3</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 1</td>
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<tr>
<td>ADMN 2925  Medical Practicum             3</td>
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<tr>
<td>ADMN 2945  Insurance Billing &amp; Coding    3</td>
</tr>
<tr>
<td>ADMN 2950  Health Care Insurance Survey  3</td>
</tr>
<tr>
<td>MGT 2030  Team Leadership                3</td>
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**Total Credit Hours Needed for Degree:** 60

HUM/FA*  See the list of General Education electives below.
### 2013-2014 General Education Electives by Category

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

#### History
- HIST 1010 - Western Civilization I ★
- HIST 1020 - Western Civilization II ★ ★
- HIST 1110 - World Civilization I ★
- HIST 1120 - World Civilization II ★
- HIST 2010 - U.S. History I ★
- HIST 2020 - U.S. History II ★ ★

#### 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 ★ ★
- HUM 2810 - Introduction to Film Studies ★ ★
- 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 I ★
- 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.