## 2019-2020 Pellissippi State Community College
### Administrative Professional Technology/Medical Office Concentration, A.A.S.

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Credit Hours</th>
<th>Prerequisite (Corequisite)</th>
<th>Term Offered</th>
<th>Available Online</th>
<th>Grade / Term Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Semester I (Fall)</strong></td>
<td></td>
<td></td>
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<tr>
<td>ADMN 1306 Medical Terminology I</td>
<td>3</td>
<td></td>
<td></td>
<td>Yes</td>
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<tr>
<td>BUSN 2330 Principles of Management</td>
<td>3</td>
<td></td>
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<td>Yes</td>
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<tr>
<td>COLL 1000 First Year Seminar</td>
<td>1</td>
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<td>Yes</td>
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<tr>
<td>ENGL 1010 English Composition I</td>
<td>3</td>
<td>Satisfactory test scores or completion of corequisite requirements</td>
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<tr>
<td>HUM(^1) Humanities/Fine Arts Elective</td>
<td>3</td>
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<tr>
<td>INFS 1010 Computer Applications</td>
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<tr>
<td><strong>Semester II (Spring)</strong></td>
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<tr>
<td>ADMN 1310 Business Communications or ENGL 2950</td>
<td>3</td>
<td>ENGL 1010</td>
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<td>No</td>
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<tr>
<td>ADMN 1311 Word Processing I</td>
<td>3</td>
<td>ADMN 1306</td>
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<tr>
<td>ADMN 2325 Medical Terminology II</td>
<td>3</td>
<td>ADMN 1306</td>
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<td>Yes</td>
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<tr>
<td>ECON 2100 Principles of Macroeconomics</td>
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<tr>
<td>MATH 1530 Introductory Statistics</td>
<td>3</td>
<td>HS algebra I and II and ACT math and reading scores of at least 19 or equivalent math and reading scores (MATH 0530 if required)</td>
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<td>Yes</td>
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<td><strong>Semester III (Fall)</strong></td>
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<td>ADMN 1308 Office Procedures</td>
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<td>ADMN 1313 Spreadsheet Applications</td>
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<td>ADMN 1311 or INFS 1010</td>
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<td>ADMN 2303 CPT Coding</td>
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<td>ADMN 2325</td>
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<td>ADMN 2304 Introduction to Electronic Health Records</td>
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<td>ADMN 1311 or INFS 1010</td>
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<td>BUSN 1380 - Supervisory Management</td>
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<td>BUSN 2330 or HSP 1200</td>
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<td><strong>Semester IV (Spring)</strong></td>
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<tr>
<td>ACCT 1010 Principles of Accounting I</td>
<td>3</td>
<td>(College-level math)</td>
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<tr>
<td>ADMN 2311 ICD-PCS Coding</td>
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<td>ADMN 2303</td>
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<td>ADMN 2313 Health Insurance Survey</td>
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<td>ADMN 2303</td>
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<tr>
<td>ADMN 2395(^2) Administrative Professional Technology Internship</td>
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<tr>
<td>COMM 2025 Fundamentals of Communication or COMM 2045 Public Speaking</td>
<td>3</td>
<td>(ENGL 1010)</td>
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<td>Yes</td>
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</table>

**Total Credit Hours Needed for Graduation:** 60-61

\(^1\)HUM/FA  
See the list of General Education electives below.  
\(^2\)ADMN 2395  
To enroll in this Internship course, students must be in pursuit of an A.A.S. degree in Administrative Professional Technology; have completed 15 hours of ADMN courses with a minimum 2.5 GPA in APT courses and an overall minimum 2.0 GPA; be enrolled in the semester in which the student will graduate; have completed and submitted the Internship application to the BCT internship coordinator prior to enrollment in the course and beginning of the term. Application and instructions are available on the Business and Computer Technology Internships webpage.
2019-2020 General Education Electives by Category

♦ 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.

### Communication
- COMM 2025 - Fundamentals of Communication
- COMM 2045 - Public Speaking
- ENGL 1010 - English Composition I
- ENGL 1020 - English Composition II

### Humanities/Fine Arts
- ART 2010 - Art History Survey I
- ART 2020 - Art History Survey II
- ENGL 2035 - Introduction to Fiction
- ENGL 2055 - African-American Literature
- ENGL 2110 - Early American Literature
- ENGL 2120 - Modern American Literature
- ENGL 2150 - Appalachian Literature
- ENGL 2210 - Early British Literature
- ENGL 2220 - Modern British Literature
- ENGL 2310 - Early World Literature
- ENGL 2320 - Modern World Literature
- ENGL 2510 - Introduction to Poetry
- ENGL 2520 - Introduction to Drama
- ENGL 2860 - Introduction to Film (ENGL 2860 will not fulfill a literature elective.)
- MUS 1030 - Music Appreciation
- MUS 1035 - History of Jazz
- PHIL 1030 - Introduction to Philosophy
- PHIL 1040 - Introduction to Ethics
- PHIL 1300 - Critical Thinking
- PHIL 1500 - Philosophy & Film
- PHIL 2200 - Introduction to World Religions
- PHO 1200 - History of Photography
- THEA 1030 - Introduction to Theatre

### Mathematics
- MATH 1010 - Math for General Studies
- MATH 1050 - Trigonometric Applications
- MATH 1130 - College Algebra
- MATH 1530 - Introductory Statistics
- MATH 1630 - Finite Mathematics
- MATH 1710 - Precalculus Algebra
- MATH 1720 - Precalculus Trigonometry
- MATH 1730 - Precalculus
- MATH 1830 - Applied Calculus
- MATH 1910 - Calculus I

### Natural Sciences
- BIOL 1110 - General Biology I
- BIOL 1120 - General Biology II
- BIOL 2010 - Human Anatomy & Physiology I
- BIOL 2020 - Human Anatomy & Physiology II
- BIOL 2310 - General Botany I
- BIOL 2320 - General Botany II
- CHEM 1010 - Introductory Chemistry I
- CHEM 1020 - Introductory Chemistry II
- CHEM 1050 - Concepts of Chemistry
- CHEM 1110 - General Chemistry I
- CHEM 1120 - General Chemistry II
- GEOL 1040 - Physical Geology
- GEOL 1050 - Historical Geology
- GEOL 1300 - Environmental Science W/Lab
- PHYS 1070 - Concepts of Physics
- PHYS 2010 - Non-Calculus Physics I
- PHYS 2020 - Non-Calculus Physics II
- PHYS 2110 - Calculus Based Physics I
- PHYS 2120 - Calculus Based Physics II

### Social/Behavioral Sciences
- AAST 2200 - African-American Studies
- ANTH 1230 - Introduction to Cultural Anthropology
- ECON 2100 - Principles of Macroeconomics
- ECON 2200 - Principles of Microeconomics
- GEOG 1000 - Introduction to Geography
- PHED 1100 - Concepts of Wellness
- POLS 1010 - Introduction to Political Science
- POLS 1030 - American Government
- PSYC 1030 - Introduction to Psychology
- PSYC 2100 - Psychology of Human Development
- PSYC 2120 - Social Psychology
- PSYC 2130 - Lifespan Psychology
- PSYC 2210 - Biological Basis of Behavior
- SOCI 1010 - Introduction to Sociology
- SOCI 1040 - Social Problems
- WGST 2050-Introduction to Women/Gender Studies

Revised: March 28, 2019 for AAS Checklists