<table>
<thead>
<tr>
<th>Required Course</th>
<th>Course Name</th>
<th>Prerequisite or (Co-requisite)</th>
<th>Credit Hours</th>
<th>Term Offered</th>
<th>Avail. Online</th>
<th>Term Completed Grade Earned</th>
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<tbody>
<tr>
<td><strong>FIRST SEMESTER: (16 credit hours)</strong></td>
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<tr>
<td>ADMN 1005</td>
<td>Word</td>
<td>ADMN 1100 or equiv.</td>
<td>3</td>
<td>F, S</td>
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<tr>
<td>ADMN 2910</td>
<td>Medical Terminology I</td>
<td>None</td>
<td>4</td>
<td>F, S</td>
<td>Yes</td>
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<tr>
<td>BUSN 2330</td>
<td>Principles of Management</td>
<td>None</td>
<td>3</td>
<td>All</td>
<td>Yes</td>
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<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td>Completion of Learning</td>
<td>3</td>
<td>All</td>
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<tr>
<td>MATH 1530</td>
<td>Elementary Prob. &amp; Statistics</td>
<td>HS Algebra I &amp; II, ACT</td>
<td>3</td>
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<td></td>
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<td>Math score of at least 19</td>
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<td>(MATH 0530)</td>
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<td><strong>SECOND SEMESTER: (15 credit hours)</strong></td>
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<tr>
<td>ADMN 2621</td>
<td>Excel</td>
<td>ADMN 1005 or INFS 1010</td>
<td>3</td>
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<tr>
<td>ADMN 2921</td>
<td>Medical Terminology II</td>
<td>ADMN 2910</td>
<td>3</td>
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<tr>
<td>BUSN 2420</td>
<td>Customer Service</td>
<td>None</td>
<td>3</td>
<td>F, S</td>
<td>Yes</td>
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<tr>
<td>ECON 2010</td>
<td>Macroeconomics</td>
<td>(college-level math)</td>
<td>3</td>
<td>All</td>
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<tr>
<td>HUM/FA¹</td>
<td>Humanities/Fine Arts Elective¹</td>
<td>None</td>
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<td><strong>THIRD SEMESTER: (16 credit hours)</strong></td>
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<tr>
<td>ACCT 1010</td>
<td>Principles of Accounting I</td>
<td>(College-level math)</td>
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<td>ADMN 2340</td>
<td>Database &amp; Electronic Records</td>
<td>ADMN 1005</td>
<td>3</td>
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<tr>
<td>ADMN 2450</td>
<td>Communication Media</td>
<td>ADMN 1005 and ENGL1010</td>
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<td>ADMN 2940</td>
<td>Medical Insurance Coding</td>
<td>ADMN 2921</td>
<td>3</td>
<td>F</td>
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<tr>
<td>BUSN 1380</td>
<td>Supervisory Management</td>
<td>BUSN 2330 or HSP 1200</td>
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<td><strong>FOURTH SEMESTER: (13 credit hours)</strong></td>
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<tr>
<td>ADMN 2010</td>
<td>Office Proficiency Assessment</td>
<td>(ADMN 2450)</td>
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<td>ADMN 2302</td>
<td>APT Internship</td>
<td>² Note</td>
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<td>ADMN 2945</td>
<td>Insurance Billing &amp; Coding</td>
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<td>ADMN 2950</td>
<td>Health Care Insurance Survey</td>
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<td>SPCH 2100</td>
<td>Public Speaking</td>
<td>ENGL 1010</td>
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**TOTAL CREDIT HOURS FOR DEGREE: 60**

¹ Humanities/Fine Arts elective should be chosen from ARTH 2010, ARTH 2020, ENGL 2110, ENGL 2120, ENGL 2210, ENGL 2220, ENGL 2310, ENGL 2320, ENGL 2331, ENGL 2510, ENGL 2520, ENGL 2530, ENGL 2810, MUS 1030, PHIL 1030, PHIL 1500, PHIL 2010, PHIL 2400, PHO 1200, THEA 1030.

² Pursuit of an A.A.S. degree in Administrative Professional Technology; completion of 15 hours of ADMN courses with a minimum 2.5 GPA in APT courses and an overall minimum 2.0 GPA; enrollment in the semester in which the student will graduate; completed internship application submitted to the BCT internship coordinator prior to enrollment in the course and beginning of the term. Application and instructions are available at [www.pstcc.edu/bct/internships.php](http://www.pstcc.edu/bct/internships.php).