

**ADMINISTRATIVE PROFESSIONAL TECHNOLOGY**

Health Care Office Administration Concentration

Program Checklist Revised: 09/23/2011

2011-2012 Term

Date \_\_\_\_\_

Student \_\_\_\_\_

ID# \_\_\_\_\_

Advisor \_\_\_\_\_

Term Enrolled \_\_\_\_\_

Required Course	Course Name	Prerequisite or (Co-requisite)	Credit Hours	Term Offered	Avail. Online	Term Completed Grade Earned
<b>FIRST SEMESTER: (16 credit hours)</b>						
ADMN 1005	Word	ADMN 1100 or equiv.	3	F, S	Yes	
ADMN 2910	Medical Terminology I	None	4	F, S	Yes	
ENGL 1010	English Composition I	None	3	All	Yes	
MATH 1530	Elementary Prob. & Statistics	(College-level math)	3	All	Yes	
MGT 2000	Principles of Management	None	3	All	Yes	
<b>SECOND SEMESTER: (15 credit hours)</b>						
ADMN 2621	Excel	ADMN 1005	3	F, S	Yes	
ADMN 2921	Medical Terminology II	ADMN 2910	3	F, S	Yes	
ECON 2010	Macroeconomics	(college-level math)	3	All	Yes	
HUM xxxx	Humanities Elective	Note <sup>1</sup>	3	All	Yes	
MKT 2420	Customer Service	None	3	F, S	Yes	
<b>THIRD SEMESTER: (16 credit hours)</b>						
ACCT 1010	Principles of Accounting I	(college-level math)	3	All	Yes	
ADMN 2340	Database & Records Mgmt.	ADMN 1005	3	F	Yes	
ADMN 2450	Communication Media	ADMN 1005, ENGL1010	4	F		
ADMN 2940	Medical Insurance Coding	ADMN 2921 or dept. approval	3	F		
SPH 2100	Public Speaking	(ENGL 1010)	3	All	Yes	
<b>FOURTH SEMESTER: (13 credit hours)</b>						
ADMN 2010	Office Proficiency Assessment	(ADMN 2450)	1	S	Yes	
ADMN 2925	Medical Practicum	Note <sup>2</sup> ADMN 2340, 2940	3	All		
ADMN 2945	Insurance Billing & Coding	ADMN 2940	3	S		
ADMN 2950	Health Care Insurance Survey	ADMN 2940	3	S		
CBase Exam	General Education Exit Test	None	0	All		
MGT 2030	Team Leadership	MGT 2000	3	S		

**TOTAL CREDIT HOURS FOR DEGREE: 60**

<sup>1</sup> Humanities elective to be chosen from ART 1720, 1730; ENGL 2110, 2120, 2210, 2220, 2310, 2320, 23331, 2510, 2520; HUM 2810; MUS 1030; PHIL 1030, 1500, 2010, 2400; THEA 1030.

<sup>2</sup> A minimum 2.5 GPA in ADMN courses and at least a 2.0 cumulative GPA; pursuit of an A.A.S. degree as an ADMN major; and a completed internship application submitted to the coordinator of BCT internships prior to the beginning of the enrolled term.