Nashville State Community College
Administrative Professional Technology - Medical Office Concentration
A.A.S. Degree Plan

This sequence can be followed by students who begin college-level work in the fall semester. Prerequisites may apply to specific courses; it is the student's responsibility to determine if prerequisites have been met. Additional semesters will be required if prerequisite courses, including Learning Support courses, are not completed. Prior to registering each semester, the student is expected to consult with his/her advisor.

For students interested in pursuing a coding certification, the following courses are recommended:
HCM 2300 – Pharmacology, HCM 2700 – Coding Capstone, and HCM 2800 – Pathophysiology

NAME: _____ A# _____   CATALOG YR: <u>2016-2017</u>

FIRST YEAR – FALL SEMESTER					NOTES
Course No. and Title	*Cr.*	*Term*	*Grade*	*Prerequisite*	
NSCC 1010 - First Year Experience	1			None	
ENGL 1010 - English Composition I	3			Level 2 placement in English or Level 1 placement in English with concurrent enrollment in ENGL 0815 and level 2 placement in Reading or level 1 placement in Reading with concurrent enrollment in READ 0815.	
BUSN 1360 - Software Applications for Business	3			Level 2 placement in Reading	
BIOL 1000 - Medical Terminology	3			None	
BIOL 2010 – Anatomy and Physiology I	4			Level 2 placement in English, Reading and Math	
ADMN 2319 - Healthcare Delivery Systems	3			Level 2 placement in English and Reading	
Total Credit Hours	**17**				

FIRST YEAR – SPRING SEMESTER					NOTES
Course No. and Title	*Cr.*	*Term*	*Grade*	*Prerequisite*	
ADMN 1310 - Business Communications	3			BUSN 1360 with a grade of "C" or higher. Level 2 placement in English and Reading. Note: APT majors should complete ADMN 1305 before enrolling in ADMN 1310.	
ADMN 1311 - Word Processing I	3			ADMN 1302 and BUSN 1360 with a grade of "C" or higher.	
BIOL 2020 – Anatomy and Physiology II	4			BIOL 2010 with a grade of "C" or higher	
ADMN 2303 – CPT Coding	3			BIOL 1000 with a grade of "C" or higher and BIOL 2010 with a grade of "C" or higher, Co-req: BIOL 2020. If a student has had BIOL 2020, a grade of "C" or higher is required.	
HCM 2200 – Medical Legal Issues	3			Level 2 placement in English and Reading	
Total Credit Hours	**16**				

SECOND YEAR – FALL SEMESTER					NOTES
Course No. and Title	*Cr.*	*Term*	*Grade*	*Prerequisite*	
ADMN 1313 – Spreadsheet Applications	3			BUSN 1360 with a grade of "C" or higher	
SPCH 1010 - Fundamentals of Speech Comm. or SPCH 1112 - Speech	3			ENGL 1010	
ADMN 2311 – ICD-PCS Coding	3			ADMN 2303 with a grade of "C" or higher.	
ADMN 2313 – Health Insurance Survey	3			HCM 2200 with a grade of "C" or higher and ADMN 2319 with a grade of "C" or higher.	
ADMN 1308 - Office Procedures (fall only)	3			ADMN 1310	
Total Credit Hours	**15**				

SECOND YEAR – SPRING SEMESTER					NOTES
Course No. and Title	*Cr.*	*Term*	*Grade*	*Prerequisite*	
Humanities/Fine Arts Elective (choose one): MUS 1030 or ART 1030	3			Level 1 placement in English; Level 2 placement in Reading or concurrent enrollment in READ 0815.	
ADMN 2304 – Intro to Electronic Healthcare Records	3			BUSN 1360 with a grade of "C" or higher and ADMN 2319 with a "C" or higher	
ADMN 2315 – Special Topics for APT	1			ADMN 2303 with a grade of "C" or higher and ADMN 2311 with a "C" or higher	
Social Science (choose one): ECON 2010 or ECON 2020	3			Level 2 placement in English and Reading	
ADMN 2390 - Capstone Experience for APT (spring only)	3			Instructor permit required. (Completion of the following ADMN prerequisite courses required: ADMN 1308, ADMN 1310, ADMN 1311, ADMN 1313)	This course should be taken during the last semester before graduation.
Total Credit Hours	**13**				
Total A.A.S. Degree Credit Hours	**61**				

Program notes: Student is required to meet with his or her advisor prior to registration. Instructor permission is required to enroll in ADMN 2303, ADMN 2311, ADMN 2313, ADMN 2319, and HCM 2200. A grade of "C" or higher in ADMN 2303, ADMN 2311, ADMN 2313, ADMN 2319, and HCM 2200 courses must be earned prior to graduation. **Revised 9-8-2016**