

ATTACHMENT A
PROGRAM OF STUDY
Associate of Applied Science in Administrative Technology – Business Office

Northeast State Community College			
Year 1			
Semester 1	SCH	Semester 2	SCH
EDUC 1030 – College and Lifelong Learning	3	ADMN 1308 – Office Procedures	3
ENGL 1010 – English Composition I	3	ADMN 1310 – Business Communications	3
ADMN 1302 – Keyboarding/Formatting I	3	ADMN 1312 – Keyboarding & Formatting II	3
ADMN 1305 – Business English	3	ADMN 1321 – Communication Media	3
ADMN 1311 – Word Processing I	3	INFS 1010 – Computer Applications	3
Total	15	Total	15
Year 2			
Semester 1	SCH	Semester 2	SCH
ADMN 1313 - Spreadsheet Applications	3	ADMN 2330 – Database Applications	3
ADMN 2305 - Introduction to Desktop Publishing	3	ADMN 2375 – Career Development and Planning	3
ADMN 2308 - Administrative Office Management	3	ADMN 2390 – Capstone Experience for APT	3
Humanities Elective ¹	3	ECON 2100 – Principles of Macroeconomics ² or ECON 2200 – Principles of Microeconomics	3
Mathematics Elective ¹	3	Communication Elective ¹	3
	15		15
		Total	60

¹ Course selected from approved general education course list ([Northeast State Community College General Education Course List](#)).

²ECON 2100 Principles of Macroeconomics suggested for transfer to ETSU

Associate of Applied Science in Administrative Technology – Medical Office

Northeast State Community College			
Year 1			
Semester 1	SCH	Semester 2	SCH
EDUC 1030 – College and Lifelong Learning	3	ADMN 1308 – Office Procedures	3
ENGL 1010 – English Composition I	3	ADMN 1310 – Business Communications	3
ADMN 1305 – Business English	3	ADMN 2303 – CPT Coding	3
ADMN 1306 – Medical Terminology I	3	ADMN 2321 – Introduction to Managing Health Information	3
ADMN 1311 – Word Processing I	3	INFS 1010 – Computer Applications	3
Total	15	Total	15
Year 2			
Semester 1	SCH	Semester 2	SCH
ADMN 1313 – Spreadsheet Applications	3	ADMN 1312 – Keyboarding & Formatting II	3
ADMN 2308 – Administrative Office Management or ADMN 2311 – ICD-PCS Coding	3	ADMN 2304 – Introduction to Electronic Health Records or ADMN 2250 – CPC Applications	3
Humanities Elective ¹	3	ADMN 2375 – Career Development and Planning	3
Mathematics Elective ¹	3	ADMN 2375 – Career Development and Planning	3
Communication Elective ¹	3	ECON 2100 – Principles of Macroeconomics ² or ECON 2200 – Principles of Microeconomics	3
	15		15
		Total	60

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²ECON 2100 Principles of Macroeconomics suggested for transfer to ETSU

Associate of Applied Science in Administrative Technology – Legal Office

Northeast State Community College			
Year 1			
Semester 1	SCH	Semester 2	SCH
EDUC 1030 – College and Lifelong Learning	3	ADMN 1308 – Office Procedures	3
ENGL 1010 – English Composition I	3	ADMN 1310 – Business Communications	3
ADMN 1302 – Keyboarding/Formatting I	3	ADMN 1312 – Keyboarding & Formatting II	3
ADMN 1305 – Business English	3	ADMN 1321 – Communication Media	3
ADMN 1311 – Word Processing I	3	INFS 1010 – Computer Applications	3
Total	15	Total	15
Year 2			
Semester 1	SCH	Semester 2	SCH
ADMN 1313 – Spreadsheet Applications	3	ADMN 2306 – Legal Terminology and Transcription	3
ADMN 2308 – Administrative Office Management	3	ADMN 2375 – Career Development and Planning	3
Humanities Elective ¹	3	ADMN 2390 – Capstone Experience for APT	3
Mathematics Elective ¹	3	LEGL 1306 – Law Practice Management	3
Communication Elective ¹	3	ECON 2100 – Principles of Macroeconomics ² or ECON 2200 – Principles of Microeconomics	3
	15		15
		Total	60

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²ECON 2100 Principles of Macroeconomics suggested for transfer to ETSU

Associate of Applied Science in Administrative Technology – Business Office

Course Equivalency Table			
Northeast State Community College Course	SCH	East Tennessee State University Course	SCH
EDUC 1030 – College and Lifelong Learning	3	ETSU 1020 – Foundations of Student Success	3
ENGL 1010 – English Composition I	3	ENGL 1010 – English Composition I	3
Humanities Elective ¹	3	Humanities Elective	3
Mathematics Elective ¹	3	Mathematics Elective	3
Communication Elective ¹	3	Communication Elective	3
ECON 2100 – Principles of Macroeconomics or ECON 2200 – Principles of Microeconomics	3	ECON 2210- Principles of Macroeconomics ECON 2220- Principles of Microeconomics	3 3
INFS 1010 – Computer Applications	3	CSCI 1100/1150- Using Information Technology	3
ADMN 1302 – Keyboarding/Formatting I	3	Elective	3
ADMN 1305 – Business English	3	Elective	3
ADMN 1311 – Word Processing I	3	Elective	3
ADMN 1308 – Office Procedures	3	Elective	3
ADMN 1310 – Business Communications	3	Elective	3
ADMN 1312 – Keyboarding & Formatting II	3	Elective	3
ADMN 1321 – Communication Media	3	Elective	3
ADMN 1313 - Spreadsheet Applications	3	Elective	3
ADMN 2305 - Introduction to Desktop Publishing	3	Elective	3
ADMN 2308 - Administrative Office Management	3	Elective	3
ADMN 2330 – Database Applications	3	Elective	3
ADMN 2375 – Career Development and Planning	3	Elective	3
ADMN 2390 – Capstone Experience for APT	3	Elective	3
Total Hours at Northeast State	60	Total Hours Transferred to ETSU	60

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Associate of Applied Science in Administrative Technology – Medical Office

Course Equivalency Table			
Northeast State Community College Course	SCH	East Tennessee State University Course	SCH
EDUC 1030 – College and Lifelong Learning	3	ETSU 1020 – Foundations of Student Success	3
ENGL 1010 – English Composition I	3	ENGL 1010 – English Composition I	3
Humanities Elective ¹	3	Humanities Elective	3
Mathematics Elective ¹	3	Mathematics Elective	3
Communication Elective ¹	3	Communication Elective	3
ECON 2100 – Principles of Macroeconomics or ECON 2200 – Principles of Microeconomics	3	ECON 2210- Principles of Macroeconomics ECON 2220- Principles of Microeconomics	3 3
INFS 1010 – Computer Applications	3	CSCI 1100/1150- Using Information Technology	3
ADMN 1302 – Keyboarding/Formatting I	3	Elective	3
ADMN 1305 – Business English	3	Elective	3
ADMN 1311 – Word Processing I	3	Elective	3
ADMN 1308 – Office Procedures	3	Elective	3
ADMN 1310 – Business Communications	3	Elective	3
ADMN 2303 – CPT Coding	3	Elective	3
ADMN 2321 – Introduction to Managing Health Information	3	Elective	3
ADMN 1313 - Spreadsheet Applications	3	Elective	3
ADMN 2308 – Administrative Office Management or ADMN 2311 – ICD-PCS Coding	3	Elective	3
ADMN 1312 – Keyboarding & Formatting II	3	Elective	3
ADMN 2304 – Introduction to Electronic Health Records or ADMN 2250 – CPC Applications	3	Elective	3
ADMN 2375 – Career Development and Planning	3	Elective	3
ADMN 2390 – Capstone Experience for APT	3	Elective	3
Total Hours at Northeast State	60	Total Hours Transferred to ETSU	60

¹ Course selected from approved general education course list ([Northeast State Community College General Education Course List](#)).

Associate of Applied Science in Administrative Technology –Legal Office

Course Equivalency Table			
Northeast State Community College Course	SCH	East Tennessee State University Course	SCH
EDUC 1030 – College and Lifelong Learning	3	ETSU 1020 – Foundations of Student Success	3
ENGL 1010 – English Composition I	3	ENGL 1010 – English Composition I	3
Humanities Elective ¹	3	Humanities Elective	3
Mathematics Elective ¹	3	Mathematics Elective	3
Communication Elective ¹	3	Communication Elective	3
ECON 2100 – Principles of Macroeconomics or ECON 2200 – Principles of Microeconomics	3	ECON 2210- Principles of Macroeconomics ECON 2220- Principles of Microeconomics	3 3
INFS 1010 – Computer Applications	3	CSCI 1100/1150- Using Information Technology	3
ADMN 1302 – Keyboarding/Formatting I	3	Elective	3
ADMN 1305 – Business English	3	Elective	3
ADMN 1311 – Word Processing I	3	Elective	3
ADMN 1308 – Office Procedures	3	Elective	3
ADMN 1310 – Business Communications	3	Elective	3
ADMN 1312 – Keyboarding & Formatting II	3	Elective	3
ADMN 1321 – Communication Media	3	Elective	3
ADMN 1313 - Spreadsheet Applications	3	Elective	3
ADMN 2308 - Administrative Office Management	3	Elective	3
ADMN 2306 – Legal Terminology and Transcription	3	Elective	3
ADMN 2375 – Career Development and Planning	3	Elective	3
ADMN 2390 – Capstone Experience for APT	3	Elective	3
LEGL 1306 – Law Practice Management	3	Elective	3
Total Hours at Northeast State	60	Total Hours Transferred to ETSU	60

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ATTACHMENT B
ACADEMIC PLAN
Bachelor of Applied Science in Professional Development

East Tennessee State University			
Year 3			
Fall	SCH	Spring	SCH
Guided Electives or Minor	6	Guided Electives or Minor	6
History	3	Natural Science Course	4
CDST 2200-Interdisciplinary Learning and Multimedia Presentations	1	Humanities or History	3
CDST 2300- The Interdisciplinary E Portfolio and It's Applications	1	CDST 3000-Workforce Skills	3
ENGL 1020- Written Communication & Critical Thinking	3		
	14		16
Fall		Spring	
CDST 3100- Interdisciplinary Design Thinking	3	CDST 4210- Senior Capstone	3
CDST -4110 Research Invention	2	CDST 4950- Special Topics in Interdisciplinary Studies	3
MGMT 3000- Organizational Behavior & Management or LEAD 4467- Leadership Theory & Practice	3	Guided Elective or Minor	3
Social and Behavior Course or Natural Science	3-4	Critical Thinking Course	3
Cultivate Artistic Awareness	3	Growing as an Individual	3
Guided Elective or Minor	3		
	17-18		15
Total		Total	62-63

Total Degree Hours:

- Northeast State :60
- East Tennessee State University: 62-63
- Total 122-123