



ACADEMIC MAP

This program is not designed to transfer.

2018-2019



FIRST SEMESTER		Notes	Credits	MC
<input type="checkbox"/>	ENGL1010 English Comp I		3	
<input type="checkbox"/>	ADMN1308 Office Procedures		3	
<input type="checkbox"/>	ADMN1306 Medical Terminology I		3	
<input type="checkbox"/>	INFS1010 Computer Applications		3	
<input type="checkbox"/>	COMM2025 Fund of Comm		3	

2 SEMESTER CREDITS 15

SECOND SEMESTER		Notes	Credits	MC
<input type="checkbox"/>	ACCT1010 Principles of Accounting I		3	
<input type="checkbox"/>	ADMN1313 Spreadsheet Applications		3	
<input type="checkbox"/>	ADMN2325 Medical Terminology II		3	
<input type="checkbox"/>	ADMN1311 Word Processing I		3	
<input type="checkbox"/>	PICK ONE: Humanities / Fine Art		3	

3 SEMESTER CREDITS 15

THIRD SEMESTER		Notes	Credits	MC
<input type="checkbox"/>	ADMN2313 Health Insurance Survey		3	
<input type="checkbox"/>	ADMN1310 Business Communications		3	
<input type="checkbox"/>	ADMN2303 CPT Coding		3	
<input type="checkbox"/>	PICK ONE: Mathematics		3	
<input type="checkbox"/>	ADMN2304 Intro to Electronic Health Records		3	

4 SEMESTER CREDITS 15

FOURTH SEMESTER		Notes	Credits	MC
<input type="checkbox"/>	ADMN2307 Medical Transcription		3	
<input type="checkbox"/>	PICK ONE: ECON 2100 or 2200		3	
<input type="checkbox"/>	ADMN2319 Healthcare Delivery Systems		3	
<input type="checkbox"/>	ADMN2311 ICD-PCS Coding		3	
<input type="checkbox"/>	ADMN2395 APT Internship		3	

To stay on track, these courses must be taken in order. **SEMESTER CREDITS 15**
PROGRAM CREDITS 60



Milestone Courses

Based on prior students' experience, students who do well in these courses are more likely to graduate on time in this program.

ADMN1306

General Advising Notes

The Medical Office concentration prepares individuals for a variety of positions in today's medical office environment, such as medical receptionists, medical records clerks, hospital ward clerks, medical insurance clerks, patient account representatives, medical transcriptionists, medical administrative assistants, and physician or hospital coders. The program provides the opportunity for skill development in the areas of software applications, office procedures, electronic communications, transcription and coding.

Helpful Hints

15 to FINISH

Take 15 credit hours a semester to finish your degree in two years.

Use the summer semester to catch up or get ahead!

Contact Information

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