



NORTHEAST STATE

We're here to get you there

Division of Technologies

Pending Final Approval

2425 Hwy. 75 • P.O. Box 246
Blountville, Tennessee 37617-0246
800.836.7822 (Admissions and Records)
Fax 423.323.0215
www.NortheastState.edu
2026-2027

Administrative Professional Technology Administrative Specialist

An Associate of Applied Science Degree Program



PROGRAM DESCRIPTION

The Administrative Professional Technology program prepares individuals for a variety of positions in today's dynamic office environment. Courses in current office procedures, software applications, office management, and interpersonal communications prepare students for careers as administrative assistants, office managers, patient account representatives, physician or hospital coders, and legal office administrators.

After completing specialized pathway requirements, students should be academically prepared to take the following:

- Microsoft Office Specialist (MOS) certification exams: Word Associate and Excel Associate
- Certified Electronic Health Records Specialist (CEHRS)
- Certified Medical Administrative Assistant (CMAA)
- Certified Professional Coder (CPC)

However, successful completion of the program does not guarantee a passing score on the certification exams.

The Administrative Professional Technology program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

11520 West 119th Street
Overland Park, KS 66213
Telephone: 913.339.9356

BU - Business Pathway
LE - Legal Pathway
ME - Medical Pathway

Additional courses may be required to overcome deficiencies in English, mathematics, and reading.

TYPICAL PROGRAM OF STUDY

Course No.	Course Title	Credit
FALL		
EDUC 1030	College and Lifelong Learning	3
ADMN 1305	Business English	3
ADMN 1311	Word Processing I	3
INFS 1010	Computer Applications	3
<i>Select one course:</i>		
Business/Legal Pathway		
ADMN 1302	Keyboarding/Formatting I	3
Medical Pathway		
ADMN 1306	Medical Terminology I	3
SPRING		
ADMN 1308	Office Procedures	3
ADMN 1310	Business Communications	3
Elective	Math Elective (approved GenEd core)	3
<i>Select two courses:</i>		
Business/Legal Pathway		
ADMN 1312 ^{BU/LE}	Keyboarding & Formatting II	3
BUSN 1305 ^{BU}	Introduction to Business	3
ADMN 2322 ^{LE}	Introduction to Basic Law	3
Medical Pathway		
ADMN 2303	CPT Coding	3
ADMN 2321	Intro to Managing Hlth Info	3
FALL		
ADMN 1313	Spreadsheet Applications	3
ENGL 1010	English Composition I	3
Elective	Humanities Elective (approved GenEd core)	3
Elective	COMM Elective (approved GenEd core)	3
<i>Select one course:</i>		
Business/Legal Pathway		
ADMN 2308	Administrative Office Management	3
Medical Pathway		
ADMN 2311	ICD-PCS Coding	3
SPRING		
ADMN 2375	Career Development and Planning	3
ADMN 2390	Capstone Experience for APT	3
ECON 2100	Principles of Macroeconomics	3
Or ECON 2200	Principles of Microeconomics	3
<i>Select one group of 6 credits:</i>		
Business Pathway		
ADMN 1321	Communication Media	3
ADMN 1322	Presentation Applications	3
Legal Pathway		
ADMN 2306	Legal Terminology and Transcription	3
LEGL 1306	Law Practice Management	3
Medical Pathway		
ADMN 2250	CPC Applications	3
ADMN 2304	Intro to Electronic Hlth Records	3
Total Credit Hours		60

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APPLICATION PROCEDURE

A student desiring to enroll in the Associate of Applied Science degree program in Administrative Professional Technology – Concentration: Administrative Specialist must:

1. Submit the Northeast State Application for Admission to the Office of Admissions and Records.
2. Indicate Administrative Professional Technology – Concentration: Administrative Specialist as the desired major on the Northeast State application form.
3. See a faculty advisor from the Administrative Professional Technology program prior to registering for classes.

TYPICAL JOB OPPORTUNITIES:

Executive Administrative Assistant: Serves in a support role as an assistant to an executive manager or senior level administrator. Job responsibilities may include drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers/visitors.

Legal Assistant: Performs legal support services for a law firm or judicial system. Job responsibilities may include maintaining calendar of court hearings, depositions, and appointments, managing client billing, processing client records and completing special projects.

Medical Administrative Assistant: Performs support services in a physician's office or hospital. Job responsibilities may include processing claims, contacting patients, investigating account status and insurance discrepancies and reviewing medical records for appropriateness of documentation to accurately code (ICD-10-CM, CPT, HCPCS) diagnoses and procedures.

FOR FURTHER INFORMATION CONTACT:

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or

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Administrative Professional Technology
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or

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Assistant Professor
Administrative Professional Technology
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aamiller@NortheastState.edu

PROGRAM COMPETENCIES

1. Utilize appropriate application-specific software such as Word, Excel, PowerPoint, and Outlook, to perform assigned tasks to produce accurate, grammatically correct, and properly formatted input and output.
2. Demonstrate an understanding of terminology and its application in a professional office environment.
3. Demonstrate proficiency in communication both orally and in writing.

Five-Year Average Placement Rates

100%

Average Starting Salary Range*

\$38,840 - \$43,520

*Source:

Bureau of Labor Statistics, Occupational Employment Statistics Survey; Tennessee Department of Labor and Workforce Development, Labor Market Information

Northeast State Community College is part of the Tennessee Board of Regents system, Tennessee's largest higher education system, governing 40 post-secondary educational institutions with over 200 teaching locations. The TBR system includes 13 two-year colleges, 27 colleges of applied technology, and TN eCampus, providing programs to students across the state, country, and world.

Northeast State Community College does not discriminate on the basis of race, color, religion, creed, ethnic or national origin, sex, disability, age status as a protected veteran or any other class protected by Federal or State laws and regulations and by Tennessee Board of Regents policies with respect to employment, programs, and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Linda W. Calvert, Vice President for Institutional Advancement and Culture, AffAct@NortheastState.edu, P.O. Box 246, Blountville, TN 37617-0246, 423.323.0222.

Northeast State Community College's policy on nondiscrimination can be found at <https://apps.northeaststate.edu/ie/policymanual/pol.asp?p=254>.

Northeast State Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the associate degree. Northeast State also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Northeast State Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).