Articulation Agreement Between
Northeast State Community College and
The Tennessee College of Applied Technology at Elizabethton

For the Program Area **Administrative Office Technology to an Associate of Applied Science in Administrative Professional Technology – All Concentrations**

The Tennessee community colleges hereinafter referred to as the "CC(s)" and the Tennessee colleges of applied technology hereinafter referred to as the "TCAT(s)" have entered into a partnership which promotes student transfer and program articulation. The partnership is for the purpose of providing eligible TCAT students the opportunity to receive college credit upon successful completion of a qualified program at a TCAT and/or by earning recognized industry certification(s) as identified in "APPENDIX A."

Overview

In accordance with the guidelines set forth by the Tennessee Board of Regents (TBR), the Tennessee Higher Education Commission (THEC), and the procedures established by the individual CCs, we hereby enter into this Agreement to provide the eligible TCAT students the opportunity to receive college credit upon successful completion of a qualified program at a TCAT and by earning recognized industry certification(s) as identified in "APPENDIX A."

The CCs determine awarded credits based upon the certification earned.

1. TCATs will indicate on student transcripts the specific coursework completed and certifications taken and passed (if known).
2. When evaluating student transcripts, the CC will award credit based on certifications/coursework identified in "Appendix A."
3. In addition, CCs may also evaluate transcripts on a course-by-course basis.
4. Pre-requisite courses must be considered prior to accepting credit via this agreement.
5. Students must meet the standards and follow the procedures of the individual CC catalog for the year they enrolled in the articulated course/program or follow the current year CC catalog.
6. The awarding of any nontraditional credit (e.g. CLEP, AP credit-by-exam, military services, etc.) may be granted for coursework not identified in "Appendix A."
7. Upon an institution's request this agreement will be reviewed.

8. This agreement will remain in effect until modified or rescinded by the duly authorized signatories.

9. The CCs and the TCATs shall:

    a. Designate a responsible party to provide oversight of details and disseminate general program information to students.

    b. Determine course(s) to award credit based upon recommendation of content faculty.

    c. Agree to review every three years the certifications/courses and/or Student Learning Outcomes for which college credit will be awarded.

    d. Create an advisory committee to provide perspective to the program regarding the effective coordination between the individual CC(s) and TCAT(s). The advisory committee shall consist of representatives from both the CC(s) and the TCAT(s). The advisory committee shall converse and report annually to their respective boards.

10. This agreement will commence the semester following the signing thereof.

Appendix A

Awarding of College Credit to graduates of Tennessee Colleges of Technology into the A.A.S. in Administrative Professional Technology

Business Office Concentration

Community College Course Title	Credit Hours	TCAT Course Title	Clock Hours
EDUC 1030 – College and Lifelong Learning	3	AOT 0001 – Worker Characteristics AOT 0002 – Worker Characteristics AOT 0003 – Worker Characteristics AOT 1005 – Success Strategies	6 6 6 30(60)
ADMN 1302 – Keyboarding/Formatting I	3	AOT 1031 – Keyboarding and Document Process	120
ADMN 1311 – Word Processing I	3	AOT 2015 – Word Processing Applications	114
ADMN 1308 – Office Procedures	3	AOT 1040 – Office Procedures 1 AOT 2031 – Office Procedures 2	120 60
ADMN 1310 – Business Communications	3	AOT 3011 – Business Communications	100
ADMN 1313 – Spreadsheet Applications	3	AOT 2025 – Spreadsheet Applications	114
ADMN 2305 – Introduction to Desktop Publishing	3	AOT 3055 – Digital Media Design and Publishing	80
ADMN 2375 – Career Development and Planning	3	AOT 1005 – Success Strategies AOT 2045 – Employability Skills	30(60) 78
Total credit hours available to earn at Community College	**24**	**Total clock hours completed at TCAT**	**864**

Legal Office Concentration

Community College Course Title	Credit Hours	TCAT Course Title	Clock Hours
EDUC 1030 – College and Lifelong Learning	3	AOT 0001 – Worker Characteristics AOT 0002 – Worker Characteristics AOT 0003 – Worker Characteristics AOT 1005 – Success Strategies	6 6 6 30(60)
ADMN 1302 – Keyboarding/Formatting I	3	AOT 1031 – Keyboarding and Document Process	120
ADMN 1311 – Word Processing I	3	AOT 2015 – Word Processing Applications	114
ADMN 1308 – Office Procedures	3	AOT 1040 – Office Procedures 1 AOT 2031 – Office Procedures 2	120 60
ADMN 1310 – Business Communications	3	AOT 3011 – Business Communications	100
ADMN 1313 – Spreadsheet Applications	3	AOT 2025 – Spreadsheet Applications	114
ADMN 2306 – Legal Terminology and Transcription	3	AOT 3130 – Legal Terminology AOT 3140 – Legal Office Technology	96 120
ADMN 2375 – Career Development and Planning	3	AOT 1005 – Success Strategies AOT 2045 – Employability Skills	30(60) 78
LEGL 1306 – Law Practice Management	3	AOT 3150 – Law Office Ethics and Procedures	120
Total credit hours available to earn at Community College	**27**	**Total clock hours completed at TCAT**	**1120**

Medical Office Concentration[1]

Community College Course Title	Credit Hours	TCAT Course Title	Clock Hours
EDUC 1030 – College and Lifelong Learning	3	AOT 0001 – Worker Characteristics AOT 0002 – Worker Characteristics AOT 0003 – Worker Characteristics AOT 1005 – Success Strategies	6 6 6 30(60)
ADMN 1311 – Word Processing I	3	AOT 2015 – Word Processing Applications	114
ADMN 1308 – Office Procedures	3	AOT 1040 – Office Procedures 1 AOT 2031 – Office Procedures 2	120 60
ADMN 1310 – Business Communications	3	AOT 3011 – Business Communications	100
ADMN 1313 – Spreadsheet Applications	3	AOT 2025 – Spreadsheet Applications	114
ADMN 2304 – Introduction to Electronic Health Records[2]	3	AOT 3110 – Electronic Health Records	78
ADMN 2375 – Career Development and Planning	3	AOT 1005 – Success Strategies AOT 2045 – Employability Skills	30(60) 78
Total credit hours available to earn at Community College	**21**	**Total clock hours completed at TCAT**	**742**

[1] Students who have the Certified Professional Coder industry certification will receive credit for ADMN 1306 – Medical Terminology I, ADMN 2303 – CPT Coding, ADMN 2311 – ICD-PCS Coding.

[2] Students pursuing the Certified Professional Coder (CPC) certification are required to take ADMN 2303 – CPT Coding, ADMN 2250 – CPC Applications, and ADMN 2311 – ICD – PCS Coding at Northeast State Community College. Students not pursuing the Certified Professional Coder (CPC) certification are required to take ADMN 2303 – CPT Coding and ADMN 2308 – Administrative Office Management at Northeast State Community College and will receive credit for ADMN 2304 – Introduction to Electronic Health Records for coursework completed at TCAT Elizabethton.

Courses to be Completed at Northeast State Community College for A.A.S. in Administrative Professional Technology

Business Office Concentration

Community College Course Title	Credit Hours
ENGL 1010 – English Composition I	3
Humanities Elective	3
Math Elective	3
Communication Elective	3
ECON 2100 – Principles of Macroeconomics or ECON 2200 – Principles of Microeconomics	3
INFS 1010 – Computer Applications	3
ADMN 1305 – Business English	3
ADMN 1312 – Keyboarding/Formatting II	3
ADMN 1321 – Communication Media	3
ADMN 2308 – Administrative Office Management	3
ADMN 2330 – Database Applications	3
ADMN 2390 – Capstone Experience for APT	3
Credit Hours to Complete	**36**

Legal Office Concentration

Community College Course Title	Credit Hours
ENGL 1010 – English Composition I	3
Humanities Elective	3
Math Elective	3
Communication Elective	3
ECON 2100 – Principles of Macroeconomics or ECON 2200 – Principles of Microeconomics	3
INFS 1010 – Computer Applications	3
ADMN 1305 – Business English	3
ADMN 1312 – Keyboarding/Formatting II	3
ADMN 1321 – Communication Media	3
ADMN 2308 – Administrative Office Management	3
ADMN 2390 – Capstone Experience for APT	3
Credit Hours to Complete	**33**

Medical Office Concentration

Community College Course Title	Credit Hours
ENGL 1010 – English Composition I	3
Humanities Elective	3
Math Elective	3
Communication Elective	3
ECON 2100 – Principles of Macroeconomics or ECON 2200 – Principles of Microeconomics	3
INFS 1010 – Computer Applications	3
ADMN 1305 – Business English	3
ADMN 1306 – Medical Terminology I	3
ADMN 1312 – Keyboarding/Formatting II	3
ADMN 2303 – CPT Coding	3
ADMN 2308 – Administrative Office Management or ADMN 2311 – ICD-PCS Coding and ADMN 2250 – CPC Applications	3[3]
ADMN 2321 – Introduction to Managing Health Information	3
ADMN 2390 – Capstone Experience for APT	3
Credit Hours to Complete	**39**

[3] Students pursuing the Certified Professional Coder (CPC) certification are required to take ADMN 2303 – CPT Coding, ADMN 2250 – CPC Applications, and ADMN 2311 – ICD – PCS Coding. Students not pursuing the Certified Professional Coder (CPC) certification are required to take ADMN 2303 – CPT Coding and ADMN 2308 – Administrative Office Management and will receive credit for ADMN 2304 – Introduction to Electronic Health Records for coursework completed at TCAT Elizabethton.