

**Statewide Articulation Agreement Between  
the Tennessee Community Colleges and the  
Tennessee Colleges of Applied Technology  
For the Period of Fall 2018 through Spring 2021  
Program Area: Administrative Professional Technology**

**APPENDIX A**

Awarding of College Credit to Administrative Office Technology  
graduates from Tennessee Colleges of Applied Technology to  
an A.A.S. in Administrative Professional Technology

<b>Industry Certification</b>	<b>Credit Hours</b>	<b>Course Title</b>
Microsoft Office Specialist (MOS) Expert Word <sup>#</sup>	3	ADMN 1311 Word Processing I
Microsoft Office Specialist (MOS) Expert Excel <sup>#</sup>	3	ADMN 1313 Spreadsheet Applications
Microsoft Office Specialist (MOS) Expert Excel <sup>#</sup>	3	BUSN 1370 Spreadsheet Applications
Microsoft Office Specialist (MOS) Expert Excel <sup>#</sup>	3	ACCT 1371 Accounting Spreadsheet I
Microsoft Office Specialist (MOS) Core Excel	3	CITC 1307 Intro to Spreadsheets
Microsoft Office Specialist (MOS) Access <sup>@</sup>	3	ADMN 2330 Database Applications
Microsoft Office Specialist (MOS) Expert Word, and MOS Expert Excel, and/or MOS Access, and/or PowerPoint <sup>*</sup>	3	INFS 1010
MOS Expert Word, and MOS Expert Excel, and MOS Access, and PowerPoint <sup>* #</sup>	3	BUSN 1360 (Software Appl for Business)
Certified Electronic Health Records Specialists (CEHRS) <sup>§</sup> (National Healthcareer Association)	3	ADMN 2304-Intro to Electronic Health Records <sup>§</sup>
Certified Administrative Professional <sup>*</sup>	12 <b>OR</b>	ADMN 1308 Office Procedures ADMN 1310 Business Communications BUSN 1305 Introduction to Business BUSN 2340 Human Resource Mngmt
	12	ADMN 1308 Office Procedures ADMN 1310 Business Communications ADMN 1309 Records Management ADMN 1311 Word Processing I
Certified Professional Coder <sup>*</sup>	9	ADMN 1306 Med. Term. I ADMN 2303 CPT Coding ADMN 2311 ICD-PCS Coding

\* Each institution determines the relevant/current industry certifications for course credit.

# Some institutions will accept Microsoft Office Specialist Core for course credit.

§ Some institutions require both the CEHRS and MOS Access certification for course credit

@ Some institutions may require an additional Prior Learning Assessment because there is no MOS Expert for Access

## APT additional courses to be considered for next Articulation Agreement

<b>Proposed TCAT courses for articulation to college course credit:</b>		
<b>Three TCAT Courses:</b> AOT 1040 Office Procedures I, AOT 2030 Office Procedures II, and AOT 1020 Office Technology Foundations	3	ADMN 1308 Office Procedures (recommended by NaSCC student must complete all three TCAT courses)
<b>TCAT Course:</b> Keyboarding/Data Entry	3	ADMN 1302 Keyboarding/Formatting I (recommended by NaSCC)
<b>Fall 2018, D2L environment created and conference call to discuss the following:</b>		
<i>Faculty to create a Prior Learning Assessment (PLA) (GDP/11 or SAM Cengage)</i>	3	ADMN 1302 Keyboarding/Formatting I
<i>Faculty to create a PLA (NaSCC has one)</i>	3	ADMN 1305 Business English
<i>Faculty to create a PLA (NeSCC has one)</i>	3	ADMN 1306 Medical Terminology I
<i>Faculty to create a PLA (NaSCC has one)</i>	3	ADMN 1308 Office Procedures
<i>Faculty to create a PLA (NaSCC has one)</i>	3	ADMN 1310 Business Communications