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Cleveland State Community College and
The Tennessee Colleges of Applied Technology Athens
For the Period of Fall 2025 through Fall 2028
For the Program Area of Medical Office Concentration: Administrative Professional Technology

Articulation of Medical Office Concentration at the
TCAT Administrative Office Technology to be Applied Toward
The A.A.S. in Medical Office Concentration: Administrative Professional Technology
Delivered at Cleveland State Community College

Cleveland State Community College hereinafter referred to as the “CLSCC" and the Tennessee Colleges of Applied Technology hereinafter referred to as the “TCATs" 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 CLSCC, 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) or meeting other criteria as identified in "APPENDIX A."

CLSCC determines awarded credits based upon the course completion(s), certification(s) earned, or other specified requirements.

1. TCATs will indicate on student transcripts the specific coursework completed and certifications taken and passed (if known).
2. When evaluating student transcripts, CLSCC will award credit based on criteria identified in "APPENDIX A."
3. In addition, CLSCC may award credit based upon evaluation of 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 CLSCC catalog for the year they enrolled in the articulated course/program or follow the current year CLSCC 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, or until the term of the agreement has expired.
9. The CLSCC and the TCATs shall:
    a. Designate a responsible party to provide oversight of details and disseminate general program information to students.

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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. Establish a process to ensure effective coordination between the individual CLSCC and TCAT. The Statewide Articulation Committee shall serve as a resource for questions or concerns that may arise and will consist of representatives from both the CLSCC and the TCAT that are faculty or curriculum coordinators for the discipline as appointed by the chief academic officer at the CLSCC and the President at the TCAT.

10. The SACSCOC accredited institution agrees to accept specific course work from a non-SACSCOC accredited institution to be applied toward an award from a SACSCOC accredited institution. That course work may not be accepted by other colleges or universities in transfer, even if it appears on a student transcript. The decision to accept course work in transfer from any institution is made by the receiving institution, and the acceptance of credits or course work is based on the receiving institution's regulations and guidelines.
11. This agreement will commence the semester following the signing thereof.

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Regional Articulation Agreement Between The Tennessee Community Colleges and The Tennessee Colleges of Applied Technology For the Period of Fall 2025 through Fall 2028 For the Articulation of Administrative Office Technology

APPENDIX A

Awarding of College Credit to Administrative Office Technology graduates from Tennessee Colleges of Technology toward Medical Office Concentration: Administrative Professional Technology A.A.S. at Cleveland State Community College

CSCC A.A.S in Administrative Professional Technology	Credit Hours	TCAT Administrative Professional Technology
GEN 1010: First Year Seminar or WKBL 1010: Work Based Learning Seminar, RFI: Healthcare	3	AOT 0002: Worker Characteristic-Medical Administrative Assistant
ADMN 1302 Keyboarding/Formatting I or BUSN 1302 Keyboarding with Word Processing	**3**	AOT 1030: Keyboarding & Data Entry
ADMN 1311: Word Processing I	3	AOT 2015: Word Processing Applications Course Credit: Microsoft Office Specialist
ADMN 1313: Spreadsheet Applications OR	3	AOT 2025: Spreadsheet Applications Challenge Exam: Microsoft Office Specialist (MOS) Excel (Office 365 or
ADMN 1306: Medical Terminology I	3	AOT 3080: Medical Terminology Challenge Exam: Certified Professional Coder (CPC)*
INFS 1010: Computer Applications (Faculty determines which combination of certifications are required for course credit)	3	AOT 1050: Computer Essentials Course Credit: Microsoft Office Specialist (MOS) • MCAS Word* • MCAS Excel* • MCAS PowerPoint*
ADMN 2304: Intro to Electronic Health Records	3	AOT 3110: Electronic Health Records Course Credit: Certified Electronic Health Records Specialist (CEHRS) (National Healthcare Association)
ADMN 1308: Office Procedures	3	AOT 1040: Office Procedures I
ADMN 1310: Business Communications OR BUSN 1310: Business Communications	3	AOT 3010: Business Communications Course Credit: Certified Administrative Professional*
ADMN 2390: APT Capstone	3	AOT 3040: Practicum & Simulations
*Total credit hours available to earn	30	

*** Or other current, relevant industry certifications may be substituted by an institution as determined by the faculty. Institution/faculty determines which certifications are current/ relevant Keyboarding/Formatting I.**

****Maximum number of credit hours to be awarded/transferred are determined by degree granting institution and must comply with SACSCOC Standard 9.4 requirements for Institutional Credits for Undergraduate degrees**

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******Please note that line #9. c. above does not apply, as this program is being discontinued.**

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Appendix B

2 Semester Schedule to Complete

CSCC Medical Office Concentration: Administrative Professional Technology, A. A.S.

Fall	**Credit Hours**
ADMN 1305 - Business Office	3
ADMN 1309 - Records Management	3
ENGL 1010 - English Composition I	3
COMM 2025 - Fundamentals of Communication	3
ADMN 2303 - CPT Coding	3
Semester Total	**15**
Spring	**Credit Hours**
ADMN 1312 - Keyboarding/Formatting II	3
ECON 2100 - Principles of Macroeconomics or ECON 2200 - Principles of Microeconomics	3
ADMN 2311 - ICD-PCS Coding	3
Mathematics	3
Humanities	3
Semester Total	**15**
Total hours to earn CSCC Medical Office Concentration, A.A.S	**30**

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IN WITNESS WHEREOF:

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY, ATHENS:

DocuSigned by:
Susan Hatto
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2025-08-01 | 1:45 PM PDT

President Dr. Susan Hatto — Date

CLEVELAND STATE COMMUNITY COLLEGE:

DocuSigned by:
Andrew W. White
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2025-08-19 | 9:53 AM PDT

President Andrew W. White, Ed.D. — Date

TENNESSEE BOARD OF REGENTS:

Signed by:
Jothany Reed
4826C56A1B01415...

2025-08-19 | 11:57 AM CDT

Vice Chancellor, Academic Affairs — Date

TENNESSEE BOARD OF REGENTS:

DocuSigned by:
Flora W. Tydings
15B44CDEEAC7429...
DS

2025-08-19 | 11:57 AM CDT

Chancellor , Flora W. Tydings — Date