

Maud High School Early Enrollment Pathway Plan

Associate of	Applied	Science	Degree
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Major: Medica	Office Careers
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Student Name					TC ID#		
Academic Coach for Dual Credit (AC/DC)							
TSIA2 Eng	TSIA2 Math	ACT	PSAT	EOC Eng II	EOC Alg. I + Alg. II C+		
Advising Dates:					al with way high ask ask as leave		

Not all high schools bus students to Texarkana College campuses. Check with your high school for more information.

TC Course Course Title WECM Courses - 42 Total Hours WECM Courses - 42 Total Hours POFT 1127 Introduction to Keyboarding ¹² 1	Tvot un mgn senoon	s bus students to rexurkana conege campuses. Che		Grade	Grade Level			
WECM Courses - 42 Total Hours			Credit					
WECM Courses - 42 Total Hours	TC Course	Course Title	Hours	Completed	Available	Comments/Planning		
POFT 1329 Beginning Keyboarding 1								
HRPO 1280	POFT 1127	Introduction to Keyboarding ¹²	1		*EA			
MAND 1280 Management/Personnel Administration, General	POFT 1329	Beginning Keyboarding ¹²	3		*EA			
POFT 1319	HRPO 1280		2		*EA			
POFT 1291 Special Topics in Business Communications 2	POFM 1317	Medical Administrative Support ¹²	3		*EA			
POFT 2203 Speed and Accuracy Building 2	POFT 1319	Records and Information Management I ¹²	3		*EA			
POFT 2401 Intermediate Keyboarding¹²	POFT 1291	Special Topics in Business Communications ¹²	2		*EA			
MDCA 1213 Medical Terminology¹² 2	POFT 2203	Speed and Accuracy Building ¹²	2		*EA			
ACNT 1303	POFT 2401	Intermediate Keyboarding ¹²	4		*EA			
TECM 1191 Special Topics in Applied Mathematics, General 12 1 *EA HPRS 1201 Introduction to Health Professions 12 2 *EA LEAD 1100 Workforce Development with Critical Thinking 12 1 *EA MRMT 1307 Medical Transcription I 12 3 *EA POFM 1327 Medical Insurance 12 3 *EA HPRS 2221 Medical Law and Ethics for Health Professionals 12 2 *EA POFM 2286 Internship – Medical Administrative/Executive Assistant and Medical Secretary 12 Internship – Administrative Assistant and Secretarial Science, General 12 3 *EA POFT 2387 Internship – Administrative Assistant and Secretarial Science, General 12 3 *EA **EA POFT 2387 Internship – Administrative Assistant and Secretarial Science, General 12 3 *EA **EA	MDCA 1213	Medical Terminology ¹²	2		*EA			
HPRS 1201 Introduction to Health Professions 12 2 *EA LEAD 1100 Workforce Development with Critical Thinking 12 1 *EA MRMT 1307 Medical Transcription I 12 3 *EA POFM 1327 Medical Insurance 12 3 *EA HPRS 2221 Medical Law and Ethics for Health Professionals 12 2 *EA POFM 2286 Internship – Medical Administrative/Executive Assistant and Medical Secretary 12 2 *EA POFT 2387 Internship – Administrative Assistant and Secretarial Science, General 12 *EA TOTAL WECM HOURS 42 (Certificate Earned) **EA **DOTAL WECM HOURS **EA **E	ACNT 1303	Introduction to Accounting I ¹²	3		*EA			
LEAD 1100 Workforce Development with Critical Thinking¹² 1 *EA MRMT 1307 Medical Transcription 1¹² 3 *EA POFM 1327 Medical Insurance¹² 3 *EA HPRS 2221 Medical Law and Ethics for Health Professionals¹² 2 *EA POFM 2286 Internship – Medical Administrative/Executive Assistant and Medical Secretary¹² 2 *EA POFT 2387 Internship – Administrative Assistant and Secretarial Science, General ¹² *EA TOTAL WECM HOURS 42 (Certificate Earned) **EA	TECM 1191	Special Topics in Applied Mathematics, General ¹²	1		*EA			
MRMT 1307 Medical Transcription I¹² 3 *EA POFM 1327 Medical Insurance¹² 3 *EA HPRS 2221 Medical Law and Ethics for Health Professionals¹² 2 *EA POFM 2286 Internship – Medical Administrative/Executive Assistant and Medical Secretary¹² 2 *EA POFT 2387 Internship – Administrative Assistant and Secretarial Science, General ¹² 3 *EA TOTAL WECM HOURS 42 (Certificate Earned) **EA *** **EA ** **	HPRS 1201	Introduction to Health Professions ¹²	2		*EA			
POFM 1327 Medical Insurance¹2 3 *EA HPRS 2221 Medical Law and Ethics for Health Professionals¹2 2 *EA POFM 2286 Internship – Medical Administrative/Executive Assistant and Medical Secretary¹2 2 *EA POFT 2387 Internship – Administrative Assistant and Secretarial Science, General ¹2 3 *EA TOTAL WECM HOURS 42 (Certificate Earned) **EA **IA **IA **EA **IA **EA **IA **IA **EA **IA **IA **EA **IA **IA **EA **IA **IA **IA **IA **EA **IA **IA **IA **IA **IA **IA **IA **IA **	LEAD 1100	Workforce Development with Critical Thinking 12	1		*EA			
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POFM 2286 Internship – Medical Administrative/Executive Assistant and Medical Secretary ¹² POFT 2387 Internship – Administrative Assistant and Secretarial Science, General ¹² TOTAL WECM HOURS 42 (Certificate Earned) ACGM Courses – 18 Total Hours ENGL 1301 Composition I ¹ 3 12 or *EA BCIS 1305 Business Computer Applications ⁹ OR OR OR OR Internship – Medical Administrative/Executive ENGL 1301 Composition I ¹ 3 12 or *EA BCIS 1305 Business Computer Applications ⁹ OR OR OR Internship – Medical Administrative/Executive ENGL 1301 Composition I ¹ 3 12 or *EA Grade level pending cours EDUC/PSYC 1300 Learning Frameworks ⁹ XXXX x3xx College Level Math or Natural Science ^{2 or 3} 3 11, 12 or *EA Grade level pending cours XXXX x3xx Visual Performance Arts or Music ⁵ 3 10 or *EA SPCH 1315 Public Speaking ⁹ 3 11, 12 or *EA XXXX x3xx Social Science Elective ⁸ 3 10, 11, 12 or *EA	POFM 1327	Medical Insurance ¹²	3		*EA			
POFM 2286 Assistant and Medical Secretary¹²² POFT 2387 Internship – Administrative Assistant and Secretarial Science, General ¹² TOTAL WECM HOURS 42 (Certificate Earned) ACGM Courses – 18 Total Hours ENGL 1301 Composition I ¹ 3 12 or *EA BCIS 1305 OR OR EDUC/PSYC 1300 Learning Frameworks 9 XXXX x3xx College Level Math or Natural Science ² or 3 XXXX x3xx Visual Performance Arts or Music 5 3 11, 12 or *EA SPCH 1315 Public Speaking 9 3 11, 12 or *EA XXXX x3xx Social Science Elective 8 3 10, 11, 12 or *EA	HPRS 2221	Medical Law and Ethics for Health Professionals ¹²	2		*EA			
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SPCH 1315 Public Speaking ⁹ 3 11, 12 or *EA XXXX x3xx Social Science Elective ⁸ 3 10, 11, 12 or *EA	XXXX x3xx	College Level Math or Natural Science ^{2 or 3}	3		11, 12 or *EA	Grade level pending course		
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3 10,11,12 01 211	SPCH 1315	Public Speaking ⁹	3		11, 12 or *EA			
TOTAL ACGM HOURS 18	XXXX x3xx	Social Science Elective ⁸	3					
	TOTAL ACGM HOURS 18							
Total Credit Hours 60								

Many courses have pre-requisite or co-requisites and/or TSI requirements that must be met. Check course descriptions in the TC Catalog. Students planning to transfer to a four-year institution should check degree requirements of the college or university to which they plan to transfer.

^{*}Course offered through TC's Early Admission program.

Explanation for Superscripts

1	Communication Block (010): Complete each of the following: ENGL 1301 and ENGL 1302 or 2311		2	Mathematics Block (020): Complete one of the following: MATH 1314, 1316, 1324, 1325, 1332, 1350, 1442, 2412, or 2413
3	Life & Physical Sciences Block (030): Complete two of the following: BIOL 1306, 1307, 1308, 1309, 1311, 1313, 1322, 2301, 2302, 2306, 2320, 2321; CHEM 1305, 1307, 1311, 1312, 1419; GEOL 1303; PHYS 1301, 1303, 1304, 1315, 2325		4	Language, Philosophy, & Culture Block (040): Complete one of the following: ENGL 2322, 2323, 2327, 2328, 2332, 2333, 2341; HIST 2321, 2322; PHIL 2306
5	Creative Arts Block (050): Complete one of the following: ARTS 1301, 1310; DRAM 1310, 2366; MUSI 1306	_	6	American History Block (060): Complete each of the following: HIST 1301 and 1302
7	Government/Political Science Block (070): Complete each of the following: GOVT 2305 and 2306		8	Social & Behavioral Sciences Block (080): Complete one of the following: COMM 1307; ECON 2301, 2302; GEOG 1303; PSYC 2301, 2308, 2314; SOCI 1301
9	Component Area Option Block (090): 9A: Choose one from the following: SPCH 1315; SPCH 1318; SPCH 1321 OR any courses in Component Areas (010), (020), (030), (040), (050), & (080) that are not used to fulfill another core requirement except MATH 2413, which is listed below.	1	LO	Lab Science Course Choose a lab science course that corresponds to the Life & Physical Sciences courses you take: BIOL 1106, 1107, 1108, 1109, 1111, 1113, 2101, 2102, 2120, 2121; CHEM 1105, 1107, 1111, 1112; PHYS 1101, 1103, 1104, 1115, 2125
	AND 9B: Choose one from the following:			
11	BCIS 1305; MATH 2413; PSYC/EDUC 1300 Elective Option: Choose any college level course	_	12	Degree Requirement This course is required for this particular degree

LEARNING OUTCOMES/MARKETABLE SKILLS

Critical Thinking | Teamwork | Communication | Professionalism | Problem Solving | Customer Service | Organization | Time Management

EDUCATIONAL OPPORTUNITIES

B.A.A.S. Texas A&M - Texarkana

CAREER OPPORTUNITIES (B.A. OR HIGHER)

Administrative Assistant | Medical Transcriber | Medical Billing Clerk | Patient Representative | Medical Office Assistant

HIGH SCHOOL ENDORSEMENTS

Business & Industry | Multi-Disciplinary

LINKS TO COLLEGES & PROFESSIONAL ORGANIZATIONS:

http://tamut.edu/Academics/Colleges- and - Departments/CASE/Undergraduate-Programs/BAAS/BAAS%20 Program.html