



Texarkana College

Queen City High School Early Enrollment Pathway Plan

Associate of Applied Science Degree

Major: Medical Office Careers

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: _____

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

| TC Course | Course Title | Credit Hours | Grade Level Completed | Grade Level Course is Available | Comments/Planning |
|--------------------------------------|--|--------------------------------|-----------------------|---------------------------------|----------------------------|
| WECM Courses – 42 Total Hours | | | | | |
| POFT 1127 | Introduction to Keyboarding ¹² | 1 | | *EA | |
| POFT 1329 | Beginning Keyboarding ¹² | 3 | | *EA | |
| HRPO 1280 | Cooperative Education – Human Resources Management/Personnel Administration, General ¹² | 2 | | *EA | |
| POFM 1317 | Medical Administrative Support ¹² | 3 | | 10, 11, 12 or *EA | |
| POFT 1319 | Records and Information Management I ¹² | 3 | | *EA | |
| POFT 1291 | Special Topics in Business Communications ¹² | 2 | | *EA | |
| POFT 2203 | Speed and Accuracy Building ¹² | 2 | | *EA | |
| POFT 2401 | Intermediate Keyboarding ¹² | 4 | | *EA | |
| MDCA 1213 | Medical Terminology ¹² | 2 | | 9, 10, 11, 12 or *EA | |
| ACNT 1303 | Introduction to Accounting I ¹² | 3 | | *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 | 2 | | *EA | |
| POFT 2387 | Internship – Administrative Assistant and Secretarial Science, General ¹² | 3 | | *EA | |
| TOTAL WECM HOURS | | 42 (Certificate Earned) | | | |
| ACGM Courses – 18 Total Hours | | | | | |
| ENGL 1301 | Composition I ¹ | 3 | | 12 or *EA | |
| BCIS 1305 OR EDUC/PSYC 1300 | Business Computer Applications ⁹ OR Learning Frameworks ⁹ | 3 | | *EA | |
| XXXX x3xx | College Level Math or Natural Science ^{2 or 3} | 3 | | 11, 12 or *EA | Grade level pending course |
| XXXX x3xx | Visual Performance Arts or Music ⁵ | 3 | | 9, 10, 11, 12 or *EA | |
| SPCH 1315 | Public Speaking ⁹ | 3 | | 10, 11, 12 or *EA | |
| XXXX x3xx | Social Science Elective ⁸ | 3 | | 11, 12 or *EA | |
| 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

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|-----------|--|-----------|---|
| 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. AND 9B: Choose one from the following: BCIS 1305; MATH 2413; PSYC/EDUC 1300 | 10 | 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 |
| 11 | 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%20Program.html>