



# Texarkana College

## New Boston High School Early Enrollment Pathway Plan

### Associate of Applied Science Degree

Major: Business Office Technology

Student Name \_\_\_\_\_ TC ID# \_\_\_\_\_

Academic Coach for Dual Credit (AC/DC) \_\_\_\_\_

TSIA2 Eng \_\_\_\_\_ TSIA2 Math \_\_\_\_\_ ACT \_\_\_\_\_

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 <sup>12</sup>	1		*EA	
POFT 1329	Beginning Keyboarding <sup>12</sup>	3		*EA	
HRPO 1280	Cooperative Education – Human Resources Management/Personnel Administration, General <sup>12</sup>	2		*EA	
POFT 1309	Administrative Office Procedures I <sup>12</sup>	3		*EA	
POFT 1319	Records and Information Management I <sup>12</sup>	3		*EA	
POFT 1291	Special Topics in Business Communications <sup>12</sup>	2		*EA	
POFT 2203	Speed and Accuracy Building <sup>12</sup>	2		*EA	
POFT 2401	Intermediate Keyboarding <sup>12</sup>	4		*EA	
POFT 1325	Business Math Using Technology <sup>12</sup>	3		*EA	
ACNT 1303	Introduction to Accounting I <sup>12</sup>	3		*EA	
LEAD 1100	Workforce Development with Critical Thinking <sup>12</sup>	1		*EA	
POFT 2333	Advanced Keyboarding <sup>12</sup>	3		*EA	
POFI 1349	Spreadsheets <sup>12</sup>	3		*EA	
POFT 1492	Special Topics in Administrative Assistant/Secretarial Science, General <sup>12</sup>	4		*EA	
HRPO 2288	Internship – Human Resources Management/Personnel Administration, General <sup>12</sup>	2		*EA	
POFT 2387	Internship – Administrative Assistant and Secretarial Science, General <sup>12</sup>	3		*EA	
TOTAL WECM HOURS		42	(Certificate Earned)		
ACGM Courses – 18 Total Hours					
ENGL 1301	Composition I <sup>1</sup>	3		11,12 or *EA	
BCIS 1305 OR EDUC/PSYC 1300	Business Computer Applications <sup>9</sup> OR Learning Frameworks <sup>9</sup>	3		*EA	
XXXX x3xx	College Level Math or Natural Science <sup>2 or 3</sup>	3		11,12 or *EA	
XXXX x3xx	Visual Performance Arts or Music <sup>5</sup>	3		11,12 or *EA	
SPCH 1315	Public Speaking <sup>9</sup>	3		11, 12 or *EA	
XXXX x3xx	Social Science Elective <sup>8</sup>	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

<b>1</b>	<b>Communication Block (010):</b> Complete each of the following: ENGL 1301 <b>and</b> ENGL 1302 or 2311	<b>2</b>	<b>Mathematics Block (020):</b> Complete one of the following: MATH 1314, 1316, 1324, 1325, 1332, 1350, 1442, 2412, or 2413
<b>3</b>	<b>Life &amp; Physical Sciences Block (030):</b> 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	<b>4</b>	<b>Language, Philosophy, &amp; Culture Block (040):</b> Complete one of the following: ENGL 2322, 2323, 2327, 2328, 2332, 2333, 2341; HIST 2321, 2322; PHIL 2306
<b>5</b>	<b>Creative Arts Block (050):</b> Complete one of the following: ARTS 1301, 1310; DRAM 1310, 2366; MUSI 1306	<b>6</b>	<b>American History Block (060):</b> Complete each of the following: HIST 1301 <b>and</b> 1302
<b>7</b>	<b>Government/Political Science Block (070):</b> Complete each of the following: GOVT 2305 <b>and</b> 2306	<b>8</b>	<b>Social &amp; Behavioral Sciences Block (080):</b> Complete one of the following: COMM 1307; ECON 2301, 2302; GEOG 1303; PSYC 2301, 2308, 2314; SOCI 1301
<b>9</b>	<b>Component Area Option Block (090): 9A: Choose one from the following:</b> SPCH 1315; SPCH 1318; SPCH 1321 <b>OR</b> 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.  <b>AND</b>  <b>9B: Choose one from the following:</b> BCIS 1305; MATH 2413; PSYC/EDUC 1300	<b>10</b>	<b>Lab Science Course</b> 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
<b>11</b>	<b>Elective Option:</b> Choose any college level course	<b>12</b>	<b>Degree Requirement</b> This course is required for this particular degree

## STACKABLE CREDENTIALS

Associate of Applied Science  
Business Office Technology Level 1 Certificate  
Occupational Skills Award

## 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

Administrative Assistant | Legal Office Assistant | Executive Secretary | Municipal Clerk | Accounts Bookkeeping | 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>