



# Texarkana College

## Redwater 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 \_\_\_\_\_

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                             |                            |
| POFM 1317                                | Medical Administrative Support <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                             |                            |
| MDCA 1213                                | Medical Terminology <sup>12</sup>                                                                  | 2            |                       | *EA                             |                            |
| ACNT 1303                                | Introduction to Accounting I <sup>12</sup>                                                         | 3            |                       | *EA                             |                            |
| TECM 1191                                | Special Topics in Applied Mathematics, General <sup>12</sup>                                       | 1            |                       | *EA                             |                            |
| HPRS 1201                                | Introduction to Health Professions <sup>12</sup>                                                   | 2            |                       | *EA                             |                            |
| LEAD 1100                                | Workforce Development with Critical Thinking <sup>12</sup>                                         | 1            |                       | *EA                             |                            |
| MRMT 1307                                | Medical Transcription I <sup>12</sup>                                                              | 3            |                       | *EA                             |                            |
| POFM 1327                                | Medical Insurance <sup>12</sup>                                                                    | 3            |                       | *EA                             |                            |
| HPRS 2221                                | Medical Law and Ethics for Health Professionals <sup>12</sup>                                      | 2            |                       | *EA                             |                            |
| POFM 2286                                | Internship – Medical Administrative/Executive Assistant and Medical Secretary <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<br>OR<br>EDUC/PSYC 1300        | Business Computer Applications <sup>9</sup><br>OR<br>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                   | Grade level pending course |
| 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            |                       | *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><br>Complete each of the following: ENGL 1301 <b>and</b> ENGL 1302 or 2311                                                                                                                                                                                                                                                                                                      | <b>2</b>  | <b>Mathematics Block (020):</b><br>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><br>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><br>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><br>Complete one of the following: ARTS 1301, 1310; DRAM 1310, 2366; MUSI 1306                                                                                                                                                                                                                                                                                                  | <b>6</b>  | <b>American History Block (060):</b><br>Complete each of the following: HIST 1301 <b>and</b> 1302                                                                                                                                                           |
| <b>7</b>  | <b>Government/Political Science Block (070):</b><br>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><br>SPCH 1315; SPCH 1318; SPCH 1321<br><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.<br><br><b>AND</b><br><br><b>9B: Choose one from the following:</b><br>BCIS 1305; MATH 2413; PSYC/EDUC 1300 | <b>10</b> | <b>Lab Science Course</b><br>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><br>Choose any college level course                                                                                                                                                                                                                                                                                                                                                       | <b>12</b> | <b>Degree Requirement</b><br>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>