



Tech Prep Six-Year Plan
Administrative Computer Technology
(Medical Administrative Assistant) A.A.S.



Consortium: Alamo Region
 College: St. Philip's College

51.0716



ISD:

HIGH SCHOOL					COLLEGE			
Subject	Freshman	Sophomore	Junior	Senior	Freshman		Sophomore	
English (4)	English I	English II	English III	English IV	* POFM 1313 Medical Terminology I (3)	* ITSC Introduction to Computers (3)	POFT 1220 Job Search Skills (2)	SPCH 1311 Fundamentals of Speech (3)
Math (3)	Algebra I	Geometry	Algebra II	**Statistics		POFM 1302 Computers in Healthcare (3)	ENG 1301 Freshman Composition I (3)	POFT 2312 Business Correspondence and Communication (3)
Science (3)	Biology I	Chemistry	Principles of Technology I	Physics		POFM 1317 Medical Administrative Procedures (3)		POFT 1307 Proofreading & Editing (3)
Social Studies (3)	World Geography	World History	U.S. History	Government / Economics	POFT 1301 Business English (3)	POFM 1291 Special Topics: Spanish for the Medical Profession (3)	* ACNT 1425 Principles of Accounting I (4)	
Physical Education (1.5)/ Health (0.5)	Physical Education	Physical Education and Health				POFT 1313 Professional Development for Office Personnel (3)	POFT 1319 Records & Information Management I (3)	POFM 1431 Medical Transcription I (4)
Speech (0.5)/ Fine Arts (1)	Fine Arts		Speech (.5)		POFT 2301 Document Formatting & Skillbuilding (3)		SUMMER A * ITSW 1301 Intro to Word Processing Math OR Science Select one: (3) 1373, 1314, 1432, 1342, 1374, 2412, 2413, 2414, 2415,	BIOL 2301 Principles of Anatomy & Physiology (3)
Technology Applications (1)	*Business Computer Information System I (½ -1) <u>BEGBCIS1 12011200</u> or *Business Computer Information System II (½ -2) <u>ADVBCIS1 12031300</u> * ITSC 1301 (3)					* Accounting I (½ -1) BEGACCT1 12022100		
Languages (2)	Foreign Language I	Foreign Language II						
Electives (3.5)	* Health Science Technology I (1-2) (HSTI) <u>12101300</u> and * Health Science Technology II (2-4) (HSTII) <u>12101400</u> and * Medical Terminology MEDTERM (1/2) <u>12121220</u> * POFM 1313 (3)							

*Tech Prep Articulated Credit Course, College credit will be awarded when the requirements listed under II.A. (1)(2) of the Student Responsibilities have been met and a grade of "B" is earned as required in II.A.(3). Only courses authorized by department faculty advisor will count toward degree plan.