**LIST OF COURSES**

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
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<tbody>
<tr>
<td>POFT 1127</td>
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<td>POFT 1329</td>
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<td>HRPO 1280</td>
<td>POFT 1492</td>
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<td>POFT 1309</td>
<td>HRPO 2288</td>
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<td>POFT 1319</td>
<td>POFT 2387</td>
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<tr>
<th>Semester 3</th>
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<tr>
<td>POFT 2333</td>
<td>ENGL 1301</td>
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<tr>
<td>ACNT 1304</td>
<td>BCIS 1305 or PSYC 1300</td>
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<tr>
<td>POFT 1492</td>
<td>SPCH 1315</td>
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<tr>
<td>ACNT 1303</td>
<td>College Level Math or Natural Science</td>
</tr>
<tr>
<td>TECM 1191</td>
<td>Art/Drama/Music Elective</td>
</tr>
<tr>
<td>LEAD 1100</td>
<td>Social Science Elective</td>
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**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
- 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/BAA%20Program.html](http://tamut.edu/Academics/COLLEGES-and-Departments/CASE/Undergraduate-Programs/BAAS/BAA%20Program.html)
Business Office Technology

If you want to learn skills that will aid you in just about any industry imaginable, consider studying Business Office Technology at Texarkana College. Office jobs are about more than just answering the phone or operating a copier. Our students become fast, proficient, knowledgeable office workers who know how to look, sound and act like true professionals.

PROGRAMS AVAILABLE

WHAT YOU’LL LEARN
Advanced keyboarding skills | Records & information management | Microsoft Office | Basic accounting & Quickbooks | Professional workforce behavior | Public speaking skills | Researching, drafting, revising and editing documents

TYPICAL JOBS AFTER COMPLETION (Varies based on degree/certificate chosen)
Executive Administrative Assistant
Legal Office Assistant
Medical Office Assistant
Correspondence Clerk
File Clerk
Data Entry

MEDIAN PAY
$37,690 per year for office and administrative support workers in the Texarkana area.

JOB OUTLOOK
Office and administrative support job opportunities are expected to grow by 3% over the next 10 years.

OTHER INTERESTS
If you’re interested in Business Office Technology, you may be interested in these other programs in Professional & Public Services as well: Business Administration | Child Development | Criminal Justice Administration | Cosmetology | Culinary Arts | Drug & Alcohol Abuse Counseling | Fire Academy

In our Career Spotlight Magazine that you can get on campus or online at texarkanacollege.edu/careerspotlight, you’ll find an overview of Texarkana College’s career and technical programs. Explore our programs and think hard about what to do for the rest of your life. We can help you get there by starting smart and finishing strong! When you’re ready, give our Enrollment Services staff a call at (903) 823.3012 or visit texarkanacollege.edu/tour to schedule your campus visit.

TEXARKANA COLLEGE
2500 N. Robison Rd. | Texarkana, TX 75599
texarkanacollege.edu | 903.823.3456

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