



# TEXARKANA COLLEGE

## Business Office Technology | Associate of Applied Science

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### LIST OF COURSES

POFT 1127-Introduction to Keyboarding  
POFT 1329-Beginning Keyboarding  
HRPO 1280-Cooperative Edu. HRM/Personnel Admin.  
POFT 1309-Administrative Office Procedures I  
POFT 1319-Records & Information Management I  
POFT 1291-Topics in Business Communications  
POFT 2203-Speed & Accuracy Building  
POFT 2401-Intermediate Keyboarding  
POFT 1231-Numeric Keypad Applications  
ACNT 1303-Introduction to Accounting I  
TECM 1191-Special Topics in Applied Mathematics  
POFT 2333-Advanced Keyboarding  
ACNT 1304-Introduction to Accounting II  
POFT 1492-Topics in Secretarial Science  
HRPO 2288-Internship HRM Personnel Admin.  
POFT 2387-Internship  
LEAD 1100-Workforce Dev. with Critical Thinking  
ENGL 1301-Composition 1  
BCIS 1305-Business Computer Application or PSYC 1300  
SPCH 1315-Public Speaking  
College Level Math or Natural Science  
Art/Drama/Music Elective  
Social Science Elective

SEMESTER 1	SEMESTER 3
POFT 1127	POFT 2333
POFT 1329	ACNT 1304
HRPO 1280	POFT 1492
POFT 1309	HRPO 2288
POFT 1319	POFT 2387
POFT 1291	
SEMESTER 2	SEMESTER 4
POFT 2203	ENGL 1301
POFT 2401	BCIS 1305 or PSYC 1300
POFT 1231	SPCH 1315
ACNT 1303	College Level Math or Natural Science
TECM 1191	Art/Drama/Music Elective
LEAD 1100	Social Science Elective

### 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>

*Start Smart. Finish Strong.*

# Business Office Technology

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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.

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## PROGRAMS AVAILABLE

Associate of Applied Science | Business Office Technology 1-Year Certificate | Medical Office Procedures 1-Year Certificate | Business Office Technology 2-Semester Certificate | Business Office Technology 1-Semester Certificate

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## 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

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## 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

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## MEDIAN PAY

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

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## JOB OUTLOOK

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

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## CAREER COACH AND CAMPUS TOURS

Visit [texarkanacollege.edu/careercoach](http://texarkanacollege.edu/careercoach) to take a short Career Assessment quiz to help you determine what career paths may be right for you. You can also use this site to browse the programs that Texarkana College offers to help get you there. Once you've decided Texarkana College might be a place for you to start, give our Enrollment Services staff a call at (903) 823.3012 or visit [texarkanacollege.edu/tour](http://texarkanacollege.edu/tour) to schedule your campus visit.

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## TEXARKANA COLLEGE

2500 N. Robison Rd. | Texarkana, TX 75599  
[texarkanacollege.edu](http://texarkanacollege.edu) | 903.823.3456

TC does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:  
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