



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

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

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

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.

CAREER COACH AND CAMPUS TOURS

Visit 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 to schedule your campus visit.

TEXARKANA COLLEGE

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Human Resources Director, 2500 N. Robison Rd., Texarkana, TX, 75599 (903) 823-3017 human.resources@texarkanacollege.edu