

**Bring in this degree plan every time you meet with an advisor for updating**.

Texarkana College  
Degree Plan  
2023-2024  
**One-Year L1 Certificate**  
Major: Medical Office Procedures

**Expires in 5 years**

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FA student \_\_\_\_\_ VA student \_\_\_\_\_

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisor’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Advisor’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is remediation required? \_\_\_\_\_ Yes \_\_\_\_\_ No TSIA scores: \_\_\_\_\_\_\_\_ Reading \_\_\_\_\_\_\_\_Math \_\_\_\_\_\_\_\_ Writing

Comments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- |
| **TC Course**  **TCCN** | **Required Courses**  **Title** | **Credit**  **Hours** | **Semester Course Completed** | **Grade** | **Comments** |
| **Certificate Courses – 42 Total Hours** | | | | | |
| **POFT 1127** | **Introduction to Keyboarding**12 | **1** |  |  |  |
| **POFT 1329** | **Beginning Keyboarding**12 | **3** |  |  |  |
| **HRPO 1280** | **Cooperative Education – Human Resources Management/Personnel Administration, General**12 | **2** |  |  |  |
| **POFM 1317** | **Medical Administrative Support**12 | **3** |  |  |  |
| **POFT 1319** | **Records and Information Management I**12 | **3** |  |  |  |
| **POFT 1291** | **Special Topics in Business Communications**12 | **2** |  |  |  |
| **POFT 2203** | **Speed and Accuracy Building**12 | **2** |  |  |  |
| **POFT 2401** | **Intermediate Keyboarding**12 | **4** |  |  |  |
| **MDCA 1213** | **Medical Terminology**12 | **2** |  |  |  |
| **ACNT 1303** | **Introduction to Accounting I**12 | **3** |  |  |  |
| **TECM 1191** | **Special Topics in Applied Mathematics, General**12 | **1** |  |  |  |
| **HPRS 1201** | **Introduction to Health Professions**12 | **2** |  |  |  |
| **LEAD 1100** | **Workforce Development with Critical Thinking**12 | **1** |  |  |  |
| **MRMT 1307** | **Medical Transcription I**12 | **3** |  |  |  |
| **POFM 1327** | **Medical Insurance**12 | **3** |  |  |  |
| **HPRS 2221** | **Medical Law and Ethics for Health Professionals**12 | **2** |  |  |  |
| **POFM 2286** | **Internship – Medical Administrative/Executive Assistant and Medical Secretary**12 | **2** |  |  |  |
| **POFT 2387** | **Internship – Administrative Assistant and Secretarial Science, General** 12 | **3** |  |  |  |
|  | | | | | |
| **Total Credit Hours 42** | | | | | |

**Many courses have pre-requisite or co-requisites and/or TSI requirements that must be met. Check course descriptions in the TC Catalog.**

Explanation for Superscripts

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| 1 | **Communication Block (010):**  *Complete each of the following: ENGL 1301* ***and*** *ENGL 1302 or 2311* |  | 2 | **Mathematics Block (020):**  *Complete one of the following: MATH 1314, 1316, 1324, 1325, 1332, 1350, 1442, 2412, or 2413* |
| 3 | **Life & Physical Sciences Block (030):**  *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* | 4 | **Language, Philosophy, & Culture Block (040):**  *Complete one of the following: ENGL 2322, 2323, 2327, 2328, 2332, 2333, 2341; HIST 2321, 2322; PHIL 2306* |
| 5 | **Creative Arts Block (050):**  *Complete one of the following: ARTS 1301, 1310; DRAM 1310, 2366; MUSI 1306* | 6 | **American History Block (060):**  *Complete each of the following: HIST 1301* ***and*** *1302* |
| 7 | **Government/Political Science Block (070):**  *Complete each of the following:*  *GOVT 2305* ***and*** *2306* | 8 | **Social & Behavioral Sciences Block (080):**  *Complete one of the following: COMM 1307; ECON 2301, 2302; GEOG 1303; PSYC 2301, 2308, 2314; SOCI 1301* |
| 9 | **Component Area Option Block (090):**  **Choose one from the following:**  *SPCH 1315; SPCH 1318; SPCH 1321*  ***OR*** *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.*  ***AND***  ***Choose one from the following:***  *BCIS 1305; MATH 2413; PSYC/EDUC 1300* | 10 | **Lab Science Course**  *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* |
| 11 | **Elective Option:**  *Choose any college level course* | 12 | **Degree Requirement**  *This course is required for this particular degree* |

Students are advised to refer to the course descriptions for all courses identified in the degree plan to ensure they have completed the appropriate prerequisites.

**Students planning to transfer to a four-year institution should check degree requirements of the college or university to which they plan to transfer.**