



Texarkana College  
Degree Plan  
2023-2024

**One-Year L1 Certificate**  
Major: Business Office Technology

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

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 \_\_\_\_\_

TC Course TCCN	Required Courses Title	Credit Hours	Semester Course Completed	Grade	Comments
<b>Certificate Courses – 42 Total Hours</b>					
POFT 1127	Introduction to Keyboarding <sup>12</sup>	1			
POFT 1329	Beginning Keyboarding <sup>12</sup>	3			
HRPO 1280	Cooperative Education – Human Resources Management/Personnel Administration, General <sup>12</sup>	2			
POFT 1309	Administrative Office Procedures I <sup>12</sup>	3			
POFT 1319	Records and Information Management I <sup>12</sup>	3			
POFT 1291	Special Topics in Business Communications <sup>12</sup>	2			
POFT 2203	Speed and Accuracy Building <sup>12</sup>	2			
POFT 2401	Intermediate Keyboarding <sup>12</sup>	4			
POFT 1325	Business Math Using Technology <sup>12</sup>	3			
ACNT 1303	Introduction to Accounting I <sup>12</sup>	3			
LEAD 1100	Workforce Development with Critical Thinking <sup>12</sup>	1			
POFT 2333	Advanced Keyboarding <sup>12</sup>	3			
POFI 1349	Spreadsheets <sup>12</sup>	3			
POFT 1492	Special Topics in Administrative Assistant/Secretarial Science, General <sup>12</sup>	4			
HRPO 2288	Internship – Human Resources Management/Personnel Administration, General <sup>12</sup>	2			
POFT 2387	Internship – Administrative Assistant and Secretarial Science, General <sup>12</sup>	3			
<b>Total Credit Hours</b>		<b>42</b>			

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

<p><b>1</b> <b>Communication Block (010):</b> Complete each of the following: ENGL 1301 <b>and</b> ENGL 1302 or 2311</p>	<p><b>2</b> <b>Mathematics Block (020):</b> Complete one of the following: MATH 1314, 1316, 1324, 1325, 1332, 1350, 1442, 2412, or 2413</p>
<p><b>3</b> <b>Life &amp; Physical Sciences Block (030):</b> 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</p>	<p><b>4</b> <b>Language, Philosophy, &amp; Culture Block (040):</b> Complete one of the following: ENGL 2322, 2323, 2327, 2328, 2332, 2333, 2341; HIST 2321, 2322; PHIL 2306</p>
<p><b>5</b> <b>Creative Arts Block (050):</b> Complete one of the following: ARTS 1301, 1310; DRAM 1310, 2366; MUSI 1306</p>	<p><b>6</b> <b>American History Block (060):</b> Complete each of the following: HIST 1301 <b>and</b> 1302</p>
<p><b>7</b> <b>Government/Political Science Block (070):</b> Complete each of the following: GOVT 2305 <b>and</b> 2306</p>	<p><b>8</b> <b>Social &amp; Behavioral Sciences Block (080):</b> Complete one of the following: COMM 1307; ECON 2301, 2302; GEOG 1303; PSYC 2301, 2308, 2314; SOCI 1301</p>
<p><b>9</b> <b>Component Area Option Block (090):</b> <b>Choose one from the following:</b> SPCH 1315; SPCH 1318; SPCH 1321 <b>OR</b> any courses in Component Areas (010), (020), (030), (040), (050), &amp; (080) that are not used to fulfill another core requirement except MATH 2413, which is listed below.  <b>AND</b>  <b>Choose one from the following:</b> BCIS 1305; MATH 2413; PSYC/EDUC 1300</p>	<p><b>10</b> <b>Lab Science Course</b> Choose a lab science course that corresponds to the Life &amp; 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</p>
<p><b>11</b> <b>Elective Option:</b> Choose any college level course</p>	<p><b>12</b> <b>Degree Requirement</b> This course is required for this particular degree</p>

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.

Fall 2023

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:

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