



Texarkana College

Degree Plan

2025-2026

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
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			
POFT 1309	Administrative Office Procedures I 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			
POFT 1325	Business Math Using Technology ¹²	3			
ACNT 1303	Introduction to Accounting I ¹²	3			
LEAD 1100	Workforce Development with Critical Thinking ¹²	1			
POFT 2333	Advanced Keyboarding ¹²	3			
POFI 1349	Spreadsheets ¹²	3			
POFT 1492	Special Topics in Administrative Assistant/Secretarial Science, General ¹²	4			
HRPO 2288	Internship – Human Resources Management/Personnel Administration, General 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

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

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 2025

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