## BUSINESS COMPUTER OFFICE MANAGEMENT

### CAREER PATHWAY MAP

<table>
<thead>
<tr>
<th>RECOMMENDED COURSE SEQUENCE</th>
<th>SEMESTERS OFFERED</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. POFT 1301 Business English</td>
<td>F</td>
<td>3</td>
</tr>
<tr>
<td>2. POFT 1329 Beginning Keyboarding</td>
<td>F</td>
<td>3</td>
</tr>
<tr>
<td>3. POFI 1301 Computer Applications I</td>
<td>F</td>
<td>3</td>
</tr>
<tr>
<td>4. POFT 1313 Professional Workforce Preparation</td>
<td>F</td>
<td>3</td>
</tr>
<tr>
<td>5. POFI 1204 Computer Fundamentals</td>
<td>F</td>
<td>2</td>
</tr>
<tr>
<td><strong>14 hours</strong></td>
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<td></td>
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<tr>
<td>6. POFT 2401 Intermediate Keyboarding</td>
<td>Sp</td>
<td>4</td>
</tr>
<tr>
<td>7. POFI 2301 Word Processing</td>
<td>F</td>
<td>3</td>
</tr>
<tr>
<td>8. POFT 2312 Business Corres &amp; Commun</td>
<td>Sp</td>
<td>3</td>
</tr>
<tr>
<td>9. POFT 2364 Practicum**</td>
<td>F, Sp</td>
<td>3</td>
</tr>
<tr>
<td><strong>27 hours</strong></td>
<td></td>
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<tr>
<td>10. ITSW 1310 Introduction to Presentation Graphics Software</td>
<td>F</td>
<td>3</td>
</tr>
<tr>
<td>11. POFI 1349 Spreadsheets</td>
<td>F</td>
<td>3</td>
</tr>
<tr>
<td>12. POFT 1409 Administrative Office Procedures I</td>
<td>F</td>
<td>4</td>
</tr>
<tr>
<td>13. POFT 1220 Job Search Skills**</td>
<td>F</td>
<td>2</td>
</tr>
<tr>
<td>14. ACNT 1303 Introduction to Accounting</td>
<td>F, Sp</td>
<td>3</td>
</tr>
<tr>
<td><strong>42 hours</strong></td>
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</tr>
</tbody>
</table>

### CAREER OPPORTUNITIES
- Administrative Assistant
- Receptionist
- Information Clerk
- Office Assistant
- Office Administrator
- Professional Support Specialist
- Executive Assistant

### ADVANCED DEGREE/CREDENTIAL OPPORTUNITIES
- Human Resources
- Management
- Education
- General Business
- Accounting
- Business Administration

### LINKS TO COLLEGES AND PROFESSIONAL ORGANIZATIONS:
- Stephen F. Austin University: [http://www.sfasu.edu](http://www.sfasu.edu)
- University of Texas at Tyler: [http://www.utyler.edu](http://www.utyler.edu)

### CONTACT INFORMATION
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- **Will Massey**
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READ ALL NOTES CAREFULLY:

* Refer to Core Curriculum and KC Catalog for all possible course options.

** Capstone Experience

a) Courses in **bold** have a pre-requisite (previous course required).

b) Courses in *italics* can be taken in any order.

c) ENGL 1301 and the first MATH class may require a co-requisite and/or developmental course depending on TSI Scores.

d) Refer to KC Catalog for Certificate and AAS Degree Requirements.