## RECOMMENDED COURSE SEQUENCE

<table>
<thead>
<tr>
<th>#</th>
<th>COURSE</th>
<th>SEMESTERS OFFERED</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>POFT 1301 Business English</td>
<td>F, Sp</td>
<td>3</td>
</tr>
<tr>
<td>2.</td>
<td>POFT 1329 Beginning Keyboarding</td>
<td>F, Sp</td>
<td>3</td>
</tr>
<tr>
<td>3.</td>
<td>POFI 1301 Computer Applications I</td>
<td>F, Sp</td>
<td>3</td>
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<tr>
<td>4.</td>
<td>POFT 1313 Professional Workforce Preparation</td>
<td>F, Sp</td>
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<td>5.</td>
<td>POFI 1204 Computer Fundamentals</td>
<td>F, Sp</td>
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<td>6.</td>
<td>POFT 2401 Intermediate Keyboarding</td>
<td>F</td>
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<td>7.</td>
<td>POFT 2301 Word Processing</td>
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<tr>
<td>8.</td>
<td>POFI 2312 Business Corres &amp; Commun</td>
<td>F</td>
<td>3</td>
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<tr>
<td>9.</td>
<td>POFT 2364 Practicum**</td>
<td>F</td>
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**BUSINESS COMPUTER OFFICE MANAGEMENT 27 hours**

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>10.</td>
<td>ITSW 1310 Introduction to Presentation Graphics Software</td>
<td>Sp</td>
<td>3</td>
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<td>11.</td>
<td>POFI 1349 Spreadsheets</td>
<td>Sp</td>
<td>3</td>
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<tr>
<td>12.</td>
<td>POFI 1409 Administrative Office Procedures I</td>
<td>Sp</td>
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<tr>
<td>13.</td>
<td>POFT 1220 Job Search Skills**</td>
<td>Sp</td>
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<td>14.</td>
<td>ACNT 1303 Introduction to Accounting</td>
<td>F, Sp</td>
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</table>

**BUSINESS COMPUTER OFFICE MANAGEMENT ADVANCED CERTIFICATE 42 hours**

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<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>15.</td>
<td>POFI 2340 Advanced Word Processing**</td>
<td>Sp</td>
<td>3</td>
</tr>
<tr>
<td>16.</td>
<td>PSYC 2301 General Psychology*</td>
<td>F, Sp, Su</td>
<td>3</td>
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<tr>
<td>17.</td>
<td>MUSI 1306 Music Appreciation*</td>
<td>F, Sp, Su</td>
<td>3</td>
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<td>18.</td>
<td>ENGL 1301 Composition I</td>
<td>F, Sp, Su</td>
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<td>19.</td>
<td>MATH 1332 Contemporary Mathematics*</td>
<td>F, Sp, Su</td>
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<tr>
<td>20.</td>
<td>SPCH 1315 Public Speaking*</td>
<td>F, Sp, Su</td>
<td>3</td>
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**ASSOCIATE OF APPLIED SCIENCE DEGREE 60 hours**

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

### ADVANCED DEGREE/CREDECIAL OPPORTUNITIES
- Human Resources
- Management
- Education
- General Business
- Accounting
- Business Administration
- Real Estate

### LINKS TO COLLEGES AND PROFESSIONAL ORGANIZATIONS:
- East Texas Baptist University: [http://www.etbu.edu](http://www.etbu.edu)
- University of Texas at Tyler: [http://www.uttler.edu](http://www.uttler.edu)

### CONTACT INFORMATION
- **Will Massey**
  - Advisor
  - Office: Longview 100B
  - Phone: 903-236-2032
  - Email: wmassey@kilgore.edu
- **Melissa Dobbs**
  - Advisor
  - Office: Longview 100C
  - Phone: 903-236-2033
  - Email: m dobbs@kilgore.edu
- **Traci Thompson**
  - Instructor
  - Office: Longview 504
  - Phone: 903-236-2007
  - Email: tthompson@kilgore.edu

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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.

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*Revised 5/6/2021*