



ADMINISTRATIVE OFFICE PROFESSIONAL CAREER PATHWAY MAP

✓	RECOMMENDED COURSE SEQUENCE	SEMESTERS OFFERED	CREDIT HOURS
<input type="checkbox"/>	1. POFT 1301 Business English	F, Sp	3
<input type="checkbox"/>	2. POFT 1329 Beginning Keyboarding	F, Sp	3
<input type="checkbox"/>	3. POFI 1301 Computer Applications I	F, Sp	3
<input type="checkbox"/>	4. POFT 1313 Professional Workforce Preparation	F, Sp	3
<input type="checkbox"/>	5. POFI 1204 Computer Fundamentals	F, Sp	2
			14 hours
<input type="checkbox"/>	6. POFT 2401 Intermediate Keyboarding	F	4
<input type="checkbox"/>	7. POFI 2301 Word Processing	F	3
<input type="checkbox"/>	8. POFT 2312 Business Corres & Commun	F	3
<input type="checkbox"/>	9. POFT 2364 Practicum**	F	3
	***ADMINISTRATIVE OFFICE PROFESSIONAL BASIC CERTIFICATE EARNED ***		27 hours
<input type="checkbox"/>	10. ITSW 1310 Introduction to Presentation Graphics Software	Sp	3
<input type="checkbox"/>	11. POFI 1349 Spreadsheets	Sp	3
<input type="checkbox"/>	12. POFT 1409 Administrative Office Procedures I	Sp	4
<input type="checkbox"/>	13. POFT 1220 Job Search Skills**	Sp	2
<input type="checkbox"/>	14. ACNT 1303 Introduction to Accounting*	F, Sp	3
	*** ADMINISTRATIVE OFFICE PROFESSIONAL ADVANCED CERTIFICATE EARNED ***		42 hours
<input type="checkbox"/>	15. POFI 2340 Advanced Word Processing**	Sp	3
<input type="checkbox"/>	16. PSYC 2301 <i>General Psychology*</i>	F, Sp, Su	3
<input type="checkbox"/>	17. MUSI 1306 <i>Music Appreciation*</i>	F, Sp, Su	3
<input type="checkbox"/>	18. ENGL 1301 <i>Composition I</i>	F, Sp, Su	3
<input type="checkbox"/>	19. MATH 1332 <i>Contemporary Mathematics*</i>	F, Sp, Su	3
<input type="checkbox"/>	20. SPCH 1315 <i>Public Speaking*</i>	F, Sp, Su	3
	***ASSOCIATE OF APPLIED SCIENCE DEGREE EARNED *** NOTE: Check with the Office of Financial Aid as aid may not be available beyond degree completion and/or 60 hours.		60 hours

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.

CAREER OPPORTUNITIES

Administrative Assistant
Receptionist
Information Clerk
Office Assistant
Office Administrator
Professional Support Specialist
Executive Assistant
Property Management

ADVANCED DEGREE/CREDENTIAL 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>
University of Texas at Tyler <http://www.uttyler.edu>

CONTACT INFORMATION

Traci Thompson
Associate Professor
Office: LVHDX 504
Email: tthompson@kilgore.edu
Phone: 903-236-2007

Michael Henry
Advisor
Office: LVHDX 100B
Email: mhenry1@kilgore.edu
Phone: 903-236-2032

Revised February 27, 2023