



ADMINISTRATIVE OFFICE PROFESSIONAL CAREER PATHWAY MAP

READ ALL NOTES CAREFULLY:

- a) Courses in **bold** have a pre-requisite (previous course required). [See Catalog](#)
- 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 Field of Study and Degree Requirements.
- * Refer to list of General Ed. Courses and KC Catalog for all possible options.
- ** Capstone Experience
- *** Credential Earned

✓	RECOMMENDED COURSE SEQUENCE	General Ed. Area shown on page 2	SEMESTERS OFFERED	MY PLAN (Semester and Year)	CREDIT HOURS
☐	1. POFT 1301 Business English		F, Sp		3
☐	2. POFT 1329 Beginning Keyboarding		F, Sp		3
☐	3. POFI 1301 Computer Applications I		F, Sp		3
☐	4. POFT 1313 Professional Workforce Preparation		F, Sp		3
☐	5. POFI 1204 Computer Fundamentals		F, Sp		2
					14 hours
☐	6. POFT 2401 Intermediate Keyboarding		F		4
☐	7. POFI 2301 Word Processing		F		3
☐	8. POFT 2312 Business Corres & Communication		F		3
☐	9. POFT 2364 Practicum**		F		3
*** ADMINISTRATIVE OFFICE PROFESSIONAL *** BASIC CERTIFICATE EARNED					27 hours
☐	10. POFI 1349 Spreadsheets**		Sp		3
☐	11. ITSW 1310 Introduction to Presentation Graphics Software		Sp		3
☐	12. POFT 1409 Administrative Office Procedures I		Sp		4
☐	13. POFT 1220 Job Search Skills		Sp		2
☐	14. ACNT 1303 Introduction to Accounting*		F, Sp		3
*** ADMINISTRATIVE OFFICE PROFESSIONAL *** ADVANCED CERTIFICATE EARNED					42 hours

CAREER OPPORTUNITIES

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

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 (Click link for [KC Digital Map](#))

Kilgore College Advisors
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Webpage: [Academic Advising](#)

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Kilgore College Composite List of General Education Courses

! Humanities and Fine Arts

[ARTS 1301 \(T\) - Art Appreciation](#)
[ARTS 1303 \(T\) - Art History I](#)
[ARTS 1304 \(T\) - Art History II](#)
[DANC 2303 \(T\) - Dance Appreciation](#)
[DRAM 1310 \(T\) - Theatre Appreciation](#)
DRAM 2361 - History of the Theatre I
DRAM 2362 - History of the Theatre II
[DRAM 2366 \(T\) - Film Appreciation](#)
[ENGL 1302 \(T\) - Composition II](#)
[ENGL 2322 \(T\) - British Literature I](#)
[ENGL 2323 \(T\) - British Literature II](#)
[ENGL 2326 \(T\) - American Literature](#)
[ENGL 2332 \(T\) - World Literature I](#)
[ENGL 2333 \(T\) - World Literature II](#)
[HIST 1301 \(T\) - United States History I](#)
[HIST 1302 \(T\) - United States History II](#)
[HIST 2311 \(T\) - Western Civilization I](#)
[HIST 2312 \(T\) - Western Civilization II](#)
[HIST 2321 \(T\) - World Civilizations I](#)
[HIST 2322 \(T\) - World Civilizations II](#)
[MUSI 1306 \(T\) - Music Appreciation](#)
[PHIL 1301 \(T\) - Introduction to Philosophy](#)
[PHIL 2306 \(T\) - Introduction to Ethics](#)

\$ Social and Behavioral Sciences

[CRIJ 1301 \(T\) - Introduction to Criminal Justice](#)
[ECON 2301 \(T\) - Principles of Macroeconomics](#)
[ECON 2302 \(T\) - Principles of Microeconomics](#)
[GEOG 1303 \(T\) - World Regional Geography](#)
[GOVT 2305 \(T\) - Federal Government](#)
[GOVT 2306 \(T\) - Texas Government](#)
[HIST 1301 \(T\) - United States History I](#)
[HIST 1302 \(T\) - United States History II](#)
[PSYC 2301 \(T\) - General Psychology](#)
[PSYC 2314 \(T\) - Lifespan Growth and Development](#)
[SOCI 1301 \(T\) - Introductory Sociology](#)
[SOCI 1306 \(T\) - Social Problems](#)
[SOCI 2301 \(T\) - Marriage and the Family](#)
[TECA 1354 \(T\) - Child Growth and Development](#)

@ Natural Sciences and Mathematics

[BIOL 1406 \(T\) - Biology for Science Majors I](#)
[BIOL 1407 \(T\) - Biology for Science Majors II](#)
[BIOL 1408 \(T\) - Biology for Non-Science Majors I](#)
[BIOL 1409 \(T\) - Biology for Non-Science Majors II](#)
[BIOL 2401 \(T\) - Human Anatomy and Physiology I](#)
[BIOL 2402 \(T\) - Human Anatomy and Physiology II](#)
[BIOL 2406 \(T\) - Environmental Biology](#)
[CHEM 1405 \(T\) - Introductory Chemistry I \(lecture + lab\)](#)
[CHEM 1406 \(T\) - Introductory Chemistry I \(lecture + lab, allied health emphasis\)](#)
[CHEM 1411 \(T\) - General Chemistry I \(lecture + lab\)](#)
[CHEM 1412 \(T\) - General Chemistry II \(lecture + lab\)](#)
[ENVR 1401 \(T\) - Environmental Science I](#)
[GEOL 1301 \(T\) - Earth Sciences for Non-Science Majors I \(lecture\)](#)
[GEOL 1403 \(T\) - Physical Geology \(lecture + lab\)](#)
[GEOL 1404 \(T\) - Historical Geology \(lecture + lab\)](#)
[GEOL 1405 \(T\) - Environmental Science \(lecture + lab\)](#)
[MATH 1314 \(T\) - College Algebra](#)
MATH 1316 - Plane Trigonometry
[MATH 1324 \(T\) - Mathematics for Business and Social Sciences](#)
[MATH 1325 \(T\) - Calculus for Business and Social Sciences](#)
[MATH 1332 \(T\) - Contemporary Mathematics](#)
[MATH 1342 \(T\) - Elementary Statistical Methods](#)
[MATH 1350 \(T\) - Mathematics for Teachers I](#)
[MATH 1351 \(T\) - Mathematics for Teachers II](#)
[MATH 2412 \(T\) - Pre-Calculus Math](#)
[MATH 2413 \(T\) - Calculus I](#)
[MATH 2414 \(T\) - Calculus II](#)
[MATH 2415 \(T\) - Calculus III](#)
[PHYS 1303 \(T\) - Stars and Galaxies \(lecture\)](#)
[PHYS 1401 \(T\) - College Physics I](#)
[PHYS 1402 \(T\) - College Physics II](#)
PHYS 1403 - Stars and Galaxies
[PHYS 1404 \(T\) - Solar System](#)
[PHYS 1405 \(T\) - Elementary Physics I](#)
[PHYS 2425 \(T\) - University Physics I](#)
[PHYS 2426 \(T\) - University Physics II](#)

% Additional Course

An additional course from the lists above or [SPCH 1315](#) or [SPCH 1318](#) or [EDUC 1300](#) or [ENGL 2311](#) or [BCIS 1305](#)