



ADMINISTRATIVE OFFICE PROFESSIONAL CAREER PATHWAY MAP

✓	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 Intro to Presentation Graphics SW		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 I*		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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READ ALL NOTES CAREFULLY:

- Courses in **bold** have a pre-requisite (previous course required). [See Catalog](#)
 - Courses in *italics* can be taken in any order.
 - ENGL 1301 and the first MATH class may require a co-requisite and/or developmental course depending on TSI Scores.
 - 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