



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

## 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

### CAREER OPPORTUNITIES

Administrative Assistant  
Office Assistant  
Billing Specialist  
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  
Email: [advising@kilgore.edu](mailto:advising@kilgore.edu)  
Webpage: [Academic Advising](#)



Traci Thompson  
Assistant Department Chair & Lead Instructor  
PORTR, 205-C  
(903) 983-8670  
[tthompson@kilgore.edu](mailto:tthompson@kilgore.edu)

## 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 1309 \(T\) - Biology for Non-Science Majors II \(lecture\)](#)  
[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](#)

### **% Additional Course**

An additional course from the lists above or one of the following:

[SPCH 1315](#) or [SPCH 1318](#) or [EDUC 1300](#) or [ENGL 2311](#) or [BCIS 1305](#)