



# MICROSOFT APPLICATIONS OCCUPATIONAL SKILLS AWARD CAREER PATHWAY MAP

✓	RECOMMENDED COURSE SEQUENCE	SEMESTERS OFFERED	CREDIT HOURS
<input type="checkbox"/>	1. POFI 2301 Word Processing	F	3
<input type="checkbox"/>	2. POFI 1301 Computer Applications I	Sp	3
<input type="checkbox"/>	3. <b>POFI 1349 Spreadsheets</b>	Sp	3
<input type="checkbox"/>	4. <b>POFI 2340 Advanced Word Processing</b>	Sp	3

**READ ALL NOTES CAREFULLY:**

Courses in **bold** have a pre-requisite (previous course required).

**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)

