



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. POFT 2312 Business Corres & Communication		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. POFT 2401 Intermediate Keyboarding		Sp		4
<input type="checkbox"/>	9. POFT 2364 Practicum** (16 wks)		F, Sp		3
	*** ADMINISTRATIVE OFFICE PROFESSIONAL *** BASIC CERTIFICATE EARNED				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. POFI 1349 Spreadsheets**		Sp		3
	*** ADMINISTRATIVE OFFICE PROFESSIONAL *** ADVANCED CERTIFICATE EARNED				42 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](#))

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