



ADMINISTRATIVE OFFICE PROFESSIONAL BASIC 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
					<i>12 hours</i>
<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				<i>27 hours</i>

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

Receptionist
Office Assistant

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

Kilgore College Advisors
Email: advising@kilgore.edu
Webpage: [Academic Advising](#)



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