



# ADMINISTRATIVE OFFICE PROFESSIONAL – MEDICAL SPECIALIST 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. MDCA 1205 Medical Law and Ethics		F		2
<input type="checkbox"/>	11. POFM 1300 Basic Medical Coding		F		3
<input type="checkbox"/>	12. POFM 1417 Medical Administrative Support **		F		4
<input type="checkbox"/>	13. POFM 1327 Medical Insurance		Sp		3
<input type="checkbox"/>	14. <b>POFI 1349 Spreadsheets</b>		Sp		3
	<b>*** ADMINISTRATIVE OFFICE PROFESSIONAL ADVANCED MEDICAL SPECIALIST CERTIFICATE EARNED ***</b>				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  
Medical Office Assistant  
Medical 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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