



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, Sp		3
<input type="checkbox"/>	2. POFT 1329 Beginning Keyboarding		F, Sp		3
<input type="checkbox"/>	3. POFI 1301 Computer Applications I		F, Sp		3
<input type="checkbox"/>	4. POFT 1313 Professional Workforce Preparation		F, Sp		3
<input type="checkbox"/>	5. POFI 1204 Computer Fundamentals		F, Sp		2
					<i>14 hours</i>
<input type="checkbox"/>	6. POFT 2401 Intermediate Keyboarding		F		4
<input type="checkbox"/>	7. POFI 2301 Word Processing		F		3
<input type="checkbox"/>	8. POFT 2312 Business Corres & Communication		F		3
<input type="checkbox"/>	9. POFT 2364 Practicum**		F		3
	*** ADMINISTRATIVE OFFICE PROFESSIONAL *** BASIC CERTIFICATE EARNED				<i>27 hours</i>
<input type="checkbox"/>	10. ITSW 1310 Introduction to Presentation Graphics Software		Sp		3
<input type="checkbox"/>	11. POFI 1349 Spreadsheets		Sp		3
<input type="checkbox"/>	12. POFT 1409 Administrative Office Procedures I		Sp		4
<input type="checkbox"/>	13. POFT 1220 Job Search Skills**		Sp		2
<input type="checkbox"/>	14. ACNT 1303 Introduction to Accounting*		F, Sp		3
	*** ADMINISTRATIVE OFFICE PROFESSIONAL *** ADVANCED CERTIFICATE EARNED				<i>42 hours</i>
<input type="checkbox"/>	15. POFI 2340 Advanced Word Processing**		Sp		3
<input type="checkbox"/>	16. <i>PSYC 2301 General Psychology*</i>	GE S&B \$	F, Sp, Su		3
<input type="checkbox"/>	17. <i>MUSI 1306 Music Appreciation*</i>	GE H&FA !	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>	GE NS&M @	F, Sp, Su		3
<input type="checkbox"/>	20. <i>SPCH 1315 Public Speaking*</i>		F, Sp, Su		3
	*** ASSOCIATE OF APPLIED SCIENCE DEGREE EARNED ***				<i>60 hours</i>
	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.

CAREER OPPORTUNITIES

Administrative Assistant
 Receptionist
 Information Clerk
 Property Management
 Office Administrator
 Professional Support Specialist
 Executive Assistant

ADVANCED DEGREE/CREDENTIAL OPPORTUNITIES

Human Resources
 Management
 Education
 General Business
 Accounting
 Business Administration
 Real Estate

** Capstone Experience
 *** Credential Earned

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
 Webpage: [Academic Advising](#)

Traci Thompson
 Assistant Department Chair/Lead Instructor
 PORTR, 205-C
 (903) 983-8670
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 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](#)
[PHYS 2425 \(T\) - University Physics I](#)
[PHYS 2426 \(T\) - University Physics II](#)

% Additional Course

An additional course from the lists above or [SPCH 1315](#) or [SPCH 1318](#) or [EDUC 1300](#) or [ENGL 2311](#) or [BCIS 1305](#)