

# Administrative Assistant

## Certificate

*(TSI-Waived Program)*

Individuals who are already in the workforce or who need to gain workplace skills may want to consider the Administrative Assistant certificate. This certificate focuses more narrowly on job training and can be completed in two semesters. Hours earned on this certificate may be applied toward the Office Professional Associate of Applied Science degree.

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### Semester I

_____	ACNT 1303	Introduction to Accounting I
_____	BCIS 1305	Business Computer Applications
_____	BUSI 1301	Business Principles
_____	EDUC 1100	Learning Framework
_____	POFT 1301	Business English
_____	POFT 1329	Beginning Keyboarding

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### Semester II

_____	ACNT 1304	Introduction to Accounting II
_____	POFI 1349	Spreadsheets
_____	POFI 2301	Word Processing
_____	POFT 1321	Business Math
_____	POFT 2301	Intermediate Keyboarding

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**Total Credits 31**