

General Business

Certificate

(TSI-Waived Program)

The General Business certificate teaches basic business skills. Hours earned on this certificate may be applied toward the General Business degree.

Academic advisor: Dwayne Ferguson, (903) 693-2066, dferguson@panola.edu

Semester I

_____	ACNT 1303	Introduction to Accounting I
_____	BUSI 1301	Business Principles
_____	EDUC 1100	Learning Framework
_____	POFI 2301	Word Processing
_____	POFT 1301	Business English
_____	POFT 1329	Beginning Keyboarding

16

Semester II

_____	ACNT 1304	Introduction to Accounting II
_____	BUSI 2301	Business Law
_____	MRKG 1311	Principles of Marketing
_____	POFI 1349	Spreadsheets
_____	POFT 1321	Business Math

15

Advising Notes

Students who have had previous keyboarding experience and type 40 wpm or above may take [POFT 2301](#) instead of [POFT 1329](#).

Total Credits 31