

General Office

Certificate

(TSI-Waived Program)

The general office certificate prepares students for an entry-level office position and might appeal to the individual desiring to improve his or her secretarial skills. Hours earned on this basic certificate may be applied toward the Administrative Assistant certificate and the Office Professional degree.

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

Semester I

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

16

Total Credits 16