Microsoft Office

OSA

(TSI-Waived Program)

This Occupational Skills Award (OSA) includes software training that addresses the heart of the Microsoft Office suite: Word, Excel, Access, and PowerPoint. These courses target individuals already in the workforce, but any student may participate. The student wanting semester hour credit must complete procedures required by the Admissions/Records Office. Semester hour credit courses may be used to complete occupational certificates or AAS degrees. Completion of these courses prepares students for employment in accordance with guidelines for the Workforce Investment Act.

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

Semester Hour Credit

_____	_____	POFI 2301 or ITSW 1401
_____	_____	POFI 1349 or ITSW 1404
_____	_____	ITSW 1407 or ITSW 1410
		10

Continuing Education Credit

_____	POFI 2001	Word Processing
_____	ITSW 1004	Intro to Spreadsheets
_____	ITSW 1007	Intro to Database
_____	ITSW 1010	Intro to Presentation Graphics Software

Advising Notes

Students taking POFI 2301 or ITSW 1401 should have previous typing experience.

Total Credits 10