

Office Professional

Associate of Applied Science

This degree is designed for students preparing for employment as secretaries or administrative assistants. The curriculum is also intended for technical, educational and general office support personnel.

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	Learning Framework
_____	POFT 1301	Business English
_____	POFT 1329	Beginning Keyboarding

16

Semester II

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

15

Total Credits 60

Semester III

_____	ACNT 1311	Introduction to Computerized Accounting
_____	_____	Creative Arts
_____	_____	ECON 2301 or PSYC 2301 or SOCI 1301
_____	ITSW 1410	Introduction to Presentation Graphics Software

13

Semester IV

_____	BMGT 1325	Office Management
_____	_____	HUMA 1301 or SPAN 2311
_____	_____	MATH/Science
_____	POFI 2431	Desktop Publishing
_____	SPCH 1315	Public Speaking

16

Capstone: [BMGT 1325](#)