

# 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](mailto:dferguson@panola.edu)

## Semester I

_____	ACNT 1303	Introduction to Accounting I	
_____	BUSI 1301	Business Principles	
_____	_____	EDUC 1100 or PSYC 1100	
_____	POFI 2301	Word Processing	
_____	POFT 1301	Business English	
_____	POFT 1329	Beginning Keyboarding	
			<b>16</b>

## Semester II

_____	ACNT 1304	Introduction to Accounting II	
_____	_____	BMGT, BUSG, BUSI, MRKG, IMED, or POFI	
_____	POFI 1349	Spreadsheets	
_____	POFT 1321	Business Math	
			<b>12</b>

## Semester III

_____	ACNT 1311	Introduction to Computerized Accounting	
_____	BMGT 1327	Principles of Management	
_____	_____	Creative Arts	
_____	ITSW 1407	Introduction to Database	
_____	ITSW 1410	Introduction to Presentation Graphics Software	
			<b>17</b>

## Semester IV

_____	BMGT 1325	Office Management	
_____	_____	Language, Philosophy, & Culture	
_____	_____	MATH/Science	
_____	_____	Social/Behavioral Science	
_____	SPCH 1315	Public Speaking	
			<b>15</b>

Capstone: [BMGT 1325](#)

Total Credits 60