

Office Professional NEWSLETTER

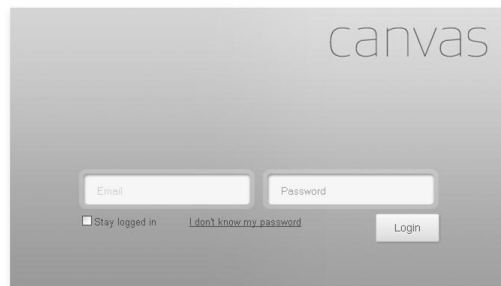
created and distributed by the Office Professional program at Panola College

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Welcome to the third edition of the *Office Professional Newsletter*. The objective of this publication is to provide students, graduates, and community members updated information about the Office Professional and General Business programs at Panola College. If you like the newsletter or have suggestions for improving it, email us and let us know.

Marketing Course Pilots Canvas

You may have noticed that some of your online courses at Panola College are now being offered in Canvas, a new Learning Management System (LMS) that is being piloted by the college. For the past decade, the college has been using WebCT as the primary delivery application for online courses. Recently WebCT was purchased by BlackBoard and support for the product will eventually be phased out. Consequently, Panola College has been searching for an appropriate alternative that will be beneficial for both faculty and students.



The General Business faculty offered offer MRKG 1311 – Principles of Marketing using the new LMS in Spring 2011. As the name implies, Canvas provides instructors a palette of tools for creating course content. For example, the marketing course uses a significant number of YouTube videos to teach marketing concepts. Canvas easily incorporates video into the online assignments and students seem to like the interface. Instructors love to give feedback on assignments. When assignments are graded in Canvas, the instructor has the opportunity to provide feedback directly on the assignment itself and students can ask questions on the assignment page as well—the entire conversation between the instructor and student is recorded directly on the assignment. In addition, Canvas gives students a variety of ways to interact with their instructors and the course itself. Due dates for assignments can be sent directly to a student's email, phone, or Facebook account.

If you are taking a class using Canvas this semester, you can learn how to use the new LMS by attending a training session on August 22 or 23 from 2-4 p.m.



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What's New in Office 2010?

Microsoft Office 2010 on Campus

If you are a Microsoft Office user, you may have heard that a new version of the software is on the market. **Microsoft Office 2010** is now being taught in all of Panola College's application software classes. If you are looking for an introduction to each of the software applications, consider taking BCIS 1305. If you would like an in-depth study of Word, Excel, PowerPoint, or Access, there are semester-length classes available online and the classroom for each one.

You may remember that the move from Office 2003 to Office 2007 a few years ago was a big jump visually. The visual appearance and functionality of the interface was completely different. For those of you who upgraded to Office 2007, you'll be pleased with some of the changes Microsoft has made to the Office 2010 product. For those of you who missed the move last time, now is the time to get on board.

Here are a few things we think you will like:

- **File tab or Backstage view** – Remember the old File menu? Most applications still make use of a File menu, but Office 2007 abandoned it for the Office Button. You'll be happy to know that a File tab has replaced the Office Button on the ribbon in Office 2010. When you click the File tab, the application opens what Microsoft calls the Backstage view. All of the familiar commands are available such as Save, Save As, Close, and Print. However, it also displays an information panel that gives you a preview of the file and

This is a fantastic time to be entering the business world, because business is going to change more in the next 10 years than it has in the last 50.

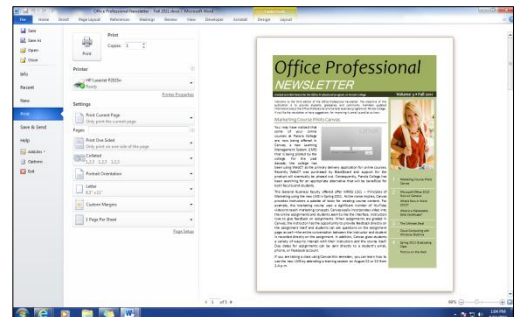
Bill Gates –Microsoft

What is a marketable skills certificate?

Ever feel lost in Word or Excel? We understand. It's difficult to move to a new piece of software—especially when you are fairly satisfied with what you are using currently. The Marketable Skills Certificate gives current students as well as working professionals the chance to learn Word, Excel, and Access either in the classroom or online. Students taking all three classes either for credit or continuing education will be awarded a certificate. For more information about acquiring a marketable skills certificate, contact Dwayne Ferguson @ 903.693.2066 for more information.

provides all of the details about the open document. The new tab means a much more logical and familiar feel for users of previous versions.

- **Updated Print Tool** – When you click the File tab and Print, you will see all of your print options on one screen, not in a dialog box. This view provides a large preview of the document and the ability to scroll through the pages of the document right there on the Print screen. A big advantage to the design of this screen is that you can change things like orientation (portrait or landscape) right there in Print. The changes that you make on the Print screen actually take place in the document.
- **Paste Options Live Preview** – When you copy and paste text, you have probably noticed the Paste Options button appear and basically ask you to pick the formatting—from the source, from the destination, or just plain text. You still have those familiar buttons, but now you will see the text change on the screen as you point to an option.
- **Screenshots** – Have you ever needed a screen shot (a copy of the screen you are working on) to insert into an email or into a document you are preparing? You can still use the Print Screen key to copy a screen and then paste it into a document. However, Microsoft has now included a Screen Shots tool on the Insert tab. When you click the drop-down arrow on the tool, you will see all of your open applications and you can choose which screen to copy.



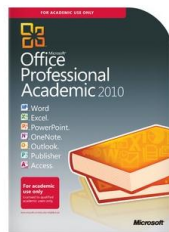
The Ultimate Steal

by Dwayne Ferguson, Office Professional/General Business Instructor

Everybody likes a good deal, right?

Have you heard about “The Ultimate Steal”? If not, just Google it. While this deal is not free, it is well worth the time to check it out.

If you are looking for a good productivity software package with a word processor, spreadsheets package, database management system, and presentations package, look no further. Microsoft is making their Office Professional Academic 2010 suite available to students for just **\$99.95**. Compare that to \$500 which is what the professional version sells for at most retailers.



Student Price:
\$99.95

Office Professional Academic 2010

Choose a delivery method:
Download + Backup Disc (Add \$14.95)
Download

This student-only discount requires verification of student status prior to purchase. Limit one (1) copy of this item per 12-month period.

[Save to wish list](#) | [Print](#)

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The professional version contains the following products:

- **Word** – A document processing application that can be used to create professional letters, memos, reports, legal and medical documents, agendas, minutes, and so much more. Word 2010 is required for the word processing and keyboarding classes. It is also useful for creating reports for numerous classes on campus.
- **Excel** – A spreadsheets application that uses formulas and charts to illustrate sales, inventory, payroll, time sheets, etc. Obviously, Excel 2010 is required for the spreadsheets classes. It might also be helpful in any class that involves using formulas such as a math or accounting class.
- **PowerPoint** – A presentation application used to share ideas with others in a classroom setting or a meeting. Students will learn PowerPoint in ITSW 1410 – Intro to Presentation Graphics Software. In addition, you may be asked to create a presentation in a speech or history class.
- **Outlook** – An email application that allows you to contact friends or clients.
- **OneNote** – Planning and note taking software.
- **Publisher** – Desktop publishing application used to create flyers, brochures, calendars, etc.
- **Access** – A database application that allows you to manage data and create forms, tables, queries, etc.

If you are an Office Professional, General Business, or Computer Information Technology major, this productivity software package will be all you need for the two years you are here on campus.

To purchase the software, you can email Microsoft from the Web site or call 1-877-696-7786. You will have to provide proof that you are a student and they will ask you for your Panola College email address.

Cloud Computing with Windows SkyDrive

Everybody’s talking about cloud computing, but what does it mean?

Cloud computing is a way for IT professionals to provide on-demand network or application services to users without having to invest in infrastructure. What does that mean for you? Well, Microsoft’s newest entry into cloud computing is SkyDrive and best of all it’s free. All you have to do is go to www.live.com and register. SkyDrive provides you with 25 GB of free storage space where you can save your documents and photos. Stored files can be access from anywhere you have an Internet connection and can be shared with whoever you want. In addition, SkyDrive offers everyone the use of free Microsoft Office applications such as Word, Excel, and PowerPoint.

If you need extra storage space but don’t want to spend the extra cash, try SkyDrive.



Office Professional/General Business Advisory Board

Special thanks to the members of the Office Professional/General Business advisory board for their continued advice and support.

- **Donna Burchett** – Panola County Second Assistant County Auditor
- **Jeannie Foster** – Express Employment Professionals, Longview
- **Dr. Betty Johnson** – General Business Professor, Stephen F. Austin State University, Nacogdoches
- **Paul Patel** – Vice President, Holiday Inn Express & Suites, Carthage
- **Donna Porter** – Assistant Superintendent, Carthage Independent School District, Carthage
- **Pamela Roberts** – Texas Department of Aging and Disability Services, Nacogdoches
- **Bryan Tarjick** – Business Education Teacher/Tech Support, Panola Charter School, Carthage
- **Moriah Thelen** – Administrative Assistant, Texas Eastman, Longview
- **Dr. Charles Williams** – Chair of the Fred Hale School of Business, East Texas Baptist University

Office Professional/General Business Degrees and Certificates

Associate of Applied Science Degrees:

- Office Professional
- Office Professional (Medical Option)
- General Business

Certificates:

- Administrative Assistant
- Medical Office Management
- General Office
- General Business
- Marketable Skills

Office Professional/General Business Contact Information

Mailing address:

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Panola College
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Carthage, TX 75633

Program Advisor:

Dwayne Ferguson
(903) 693-2066
dferguson@panola.edu

Spring 2011 Graduating Class

The Office Professional and General Business programs awarded 37 degrees and certificates this past fall and spring. Here are some of our recent graduates.



Gardine Bolden

Major: Office Professional
Award: Office Professional AAS
Employer: District Attorney's Office in Mansfield, Louisiana



Bonnie McKnight

Major: Office Professional
Award: General Office Certificate
Employer: Panola College Marshall Center



Cynthia Perfecto

Major: Office Professional
Award: Office Professional – Medical Option AAS

Join FBLA Today!

Future Business Leaders of America (FBLA) is the largest business student organization in the world! A quarter of a million high school and middle school students, college and university students, faculty, educators, administrators, and business



professionals have chosen to be members of the premier business education association preparing students for careers in business. And now, the Phi Beta Lambda (PBL) chapter on the Panola College campus is recruiting new members. If you are interested in developing leadership, communication, and team skills, or simply looking for an organization to meet and network with others at the local, state and national levels, then FBLA-PBL is the organization for you. Contact Jo Ellen Gates at (903) 693-1164 or jgates@panola.edu for more information.

Find Us on the Web

Keep up with us on the Web by using the information below:

- **Office Professional program Web page**
<http://www.panola.edu/users/dferguson/op/>
- **General Business program Web page**
<http://www.panola.edu/users/dferguson/gb/>
- **Office Professional/General Business blog**
<http://officeprofessionalpc.wordpress.com>

Panola College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate degrees and certificates of completion. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Panola College. • Panola College is an Equal Opportunity institution that provides educational and employment opportunities on the basis of merit and without discrimination because of race, color, religion, sex, age, national origin, veteran status, or disability.