

Office Professional

NEWSLETTER

created and distributed by the Office Professional program at Panola College

FALL 2009

Welcome to the first 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 program at Panola College. If you like the newsletter or have suggestions for improving it, email us and let us know.

New Name for the Office Technology Program

If you are an Office Technology graduate or if you are currently taking courses toward a degree, you may have noticed the new program name being used in this newsletter: **Office Professional**.

At the annual Office Technology/General Business meeting in April, the advisory board discussed changing the program name to something that sounded...well, more professional. A new **Office Professional (Medical) degree** and **Medical Office Management certificate** were added to the program. In addition, the Office Specialist certificate was renamed **Administrative Assistant** and the Office Technician certificate is now the **General Office** certificate. The name changes have since been approved by the Curriculum Committee on campus and the Texas Higher Education Coordinating Board. Although the new degree plans go into effect Fall 2009, students currently pursuing an Office Technology degree will be able to finish the degrees they have started or they may convert over to the Office Professional degree plan. The courses required have not changed...just the name.

Jo Ellen Gates Joins Faculty



Jo Ellen Gates joined the Panola College faculty as a full-time instructor in Fall 2008 teaching in the Health Information Technology, Office Professional, and General Business programs. Jo Ellen earned her bachelor of science degree in medical technology from Louisiana Tech University and a master of business administration from Stephen F. Austin State University. Gates has 12 years of experience as a medical technologist, most recently working at the Shelby Regional Medical Center in Center. Jo Ellen also founded the Phi Beta Lambda organization on campus and serves as the organization's co-sponsor.



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FBLA-Phi Beta Lambda Receives Charter



How can you join PBL?

To join the Panola College chapter of PBL, all you have to do is:

1. Be a registered Panola College student majoring in business or a business-related career.
2. Contact Jo Ellen Gates at 903.693.1164 or jgates@panola.edu.
3. Come to the meetings. The Panola PBL chapter generally meets each Thursday @ noon in Room 210 Gullette.
4. Become an officer or get involved in fundraising for the organization.
5. Pay PBL dues—currently just \$16 for state and national dues combined.

What is FBLA-Phi Beta Lambda?

FBLA stands for Future Business Leaders of America. Phi Beta Lambda (PBL) is a newly chartered organization on campus for **business students**. PBL is the largest business organization in the world providing high school, college, and professional memberships. The association provides learning opportunities for business students through various competitions at the state and national levels. The local chapter has held several fundraising events in preparation for a trip to the national convention in Anaheim, California.

If you are interested in developing leadership, communication, and team building skills, or simply looking for an organization to meet and network with other business students, then Phi Beta Lambda is the organization for you.



Employers of executive secretaries increasingly are seeking candidates with a college degree, as these secretaries work closely with top executives. A degree related to the business or industry in which a person is seeking employment may provide the job seeker with an advantage in the application process.

Occupational Outlook Handbook, 2008-09

Median annual earnings of secretaries other than legal, medical, and executive

Local government.....	\$30,350
General medical and hospitals	28,810
Colleges and universities	28,700
Elementary and secondary schools	28,120
Employment services	26,810

Median annual earnings of executive secretaries and administrative assistants

Companies	\$41,570
Local government.....	38,670
Colleges and universities	36,510
State government.....	35,830
Employment services	31,600

Job Outlook

The job prospects for secretaries with extensive knowledge of various software packages continue to remain strong. According to the Occupational Outlook Handbook, 2008-09 produced by the Bureau of Labor Statistics, "Secretaries and administrative assistants will have among the largest numbers of new jobs arise, about **362,000 over the 2006-16 period**. Employment of secretaries and administrative assistants is expected to **increase about 9 percent** between 2006 and 2016. Job opportunities should be best for applicants with extensive knowledge of software applications and for experienced secretaries and administrative assistants. Opportunities also should be very good for those with advanced communication and computer skills."

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2008-09 Edition*, Secretaries and Administrative Assistants, on the Internet at <http://www.bls.gov/oco/ocos151.htm> (visited September 12, 2008).

New Features in Word 2007

by Dwayne Ferguson, Office Professional/General Business Instructor

The Office Professional program began teaching Word 2007 this last fall. If you have had a chance to use the program, you probably noticed right off the bat that this is different...really different. Here are some variations between the new product and previous versions.

- **Ribbon** – When you launched Word 2007 for the first time, the first thing you probably noticed was that the menus were missing. Instead of having menus, Word now uses a ribbon that contains tabs. When you click a tab, you will notice that related Word functions have been grouped so they will be easy to locate and use. In addition, when you work on a specific object (a graphic, for example), contextual tabs appear that contained features useful for modifying that item.
- **Microsoft Office Button** – Have you found the Print function yet? Well, it used to be pretty easy to find New, Open, Save, Print, etc., in the old version—just look under the File menu. In this version, you have to click the Microsoft Office Button in the top left of your screen to access these features. If you used Tools/Options in the old version, notice Word Options is now a button near the bottom.
- **Live preview** – This is probably one of the best new features in Office 2007. Something as simple as changing a font used to require trying out each font one at a time. Now you select your text and scroll through the fonts to see an immediate preview of what it will look like in your editing window. Try inserting a graphic and mousing over the styles in the Picture Styles gallery—you're able to see how the style will look on the graphic before you ever apply the style. Live Preview is an excellent improvement from earlier versions!
- **Themes** – If you are like me, you can spend all day trying to pick the right colors for your newsletter—there are so many combinations. Well, Microsoft has taken some of the guesswork out of the process by adding themes. A theme is nothing more than a predefined format for the font, colors, and graphics used in a document. The color combinations are pretty good, but if you can't find just the right one, you can create your own theme.
- **Quick Parts** – I've never been much of a fan of Microsoft's templates. However, I do like the new Quick Parts feature in Word 2007. When you open a résumé template, for example, you can access all of the sections and subsections of a resume by clicking Quick Parts on the Insert ribbon. If you need another Experience subsection, you just click it to add that section to your résumé.
- **Ability to save as a PDF file** – PDF stands for Portable Document Format, a file format created by Adobe Systems. PDF format is impressive to me because it does a good job of replicating documents created in many different applications and making them into a format anyone can read with the free Adobe Reader. Generally, in the past you would have had to purchase Adobe Acrobat to convert Word files to PDF format. Now you can click the Microsoft Office Button, Save As, Add-ins, and choose to install the PDF utility. It is a short download and it's free!



Featured Software

In each edition, the OP staff will attempt to provide some information about software we have found helpful.

- [Microsoft Office 2007](#)
If you want to give MS Office 2007 a test run, try this free 60-day trial. The OP curricula teaches Word, Excel, PowerPoint, and Access from the Office suite.
- [Adobe Reader 9](#)
If you have Word 2007, you can now create your own PDF (portable document format) files while in Word. The free Adobe Reader 9 lets anyone in the world view and print the PDF files you create.
- [OpenOffice 2](#)
If you need a free alternative to Microsoft Office at home or work, you might consider OpenOffice 2. It contains word processor, spreadsheet, database, presentation, and graphics applications that can read MS Office files.
- [Java](#)
If you take a course that has a WebCT component, you will need to download the newest version of Java. Java is programming code that can be run on multiple platforms—a PC and a Mac, for example. WebCT uses Java to allow users to upload files outside WebCT.

Marketable Skills Certificate

Ever feel lost in Office 2007? We know the feeling. 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 2007, Excel 2007, and Access 2007. Each course can be taken separately either in the classroom or online.

Classes Available

Want to learn more about Microsoft Word 2007? Panola College offers word processing classes every fall and spring. Contact Dwayne Ferguson @ 903.693.2066 for more information.

Graduating Spring 2009

The Office Professional and General Business programs awarded 34 degrees and certificates this past fall and spring—that's a record! Here's where you'll find some of our graduates.


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** – Professor in the General Business program at SFA, Nacogdoches
- **Pamela Roberts** – Texas Department of Aging and Disability Services, Nacogdoches
- **Bryan Tarjick** – Business Education Teacher/Tech Support at Panola Charter School, Carthage
- **Moriah Thelen** – Administrative Assistant for 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 (Legal Option)
- 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:

Office Professional Program
Panola College
1109 W. Panola
Carthage, TX 75633

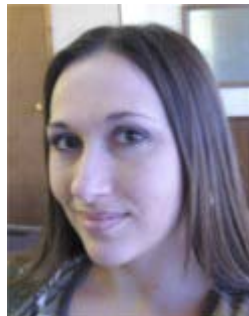
Program Advisor:

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



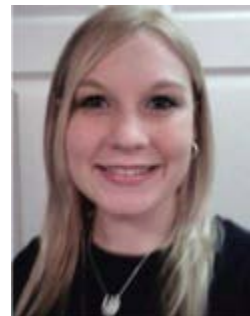
Abby Brady

Major: Office Technology
Award: Certificate
Employer: First State Bank and Trust - Carthage



Krystal Hanson

Major: Office Technology
Award: AAS degree
Employer: Bankhead Attorneys - Carthage



Kasi Palmer

Major: General Business
Award: AAS Degree
Employer: Panola College
Financial Aid - Carthage

Where Are They Now?

My name is Moriah Thelen and I am a 2007 General Business graduate of Panola College. I am currently employed at Texas Eastman Chemical Company in Longview, Texas, as an Administrative Assistant. I work in the Specialty Polymers Department at the plant. One of the areas produces resins which are used in glue that goes on cereal boxes and packaging. The other area in our department produces wax that is used for roofing and roadway materials. I can honestly say that if I had not attended the General Business program at Panola, I probably would not have been hired for this position. The computer programs and skills that I learned in the program I use on a daily basis. My bosses are very impressed with my ability to use the computer and learn quickly. I love my job and I am glad that because of my college experience I was able to obtain a great job that I love and enjoy coming to every day.



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.