

OFFICE PROFESSIONAL CERTIFICATE PROGRAMS

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General Office

The General Office certificate prepares the student for an entry-level office position and might appeal to the individual desiring to improve his or her secretarial skills. Hours earned on this basic certificate may later be applied toward a more advanced certificate or degree. **Tech-Prep program.**

Semester I			Hours
ACNT	1403	Introduction to Accounting I	4
BCIS	1305	Business Computer Applications <u>OR</u>	3
COSC	1301	Microcomputer Applications	
POFT	1301	Business English	3
POFT	1421	Business Math	4
POFT	2401*	Intermediate Keyboarding +	<u>4</u>
		Total	18
		TOTAL HOURS	18

+ Prerequisite: POFT 1429 or approval of instructor.

* Capstone Learning Experience

OTHER RELATED CERTIFICATE PROGRAMS

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The Medical Coding Technician and Medical Office Management programs prepare completers for employment opportunities in medical clinics, hospitals, physicians' offices, private agencies, and other healthcare related settings. Refer to the HEALTH INFORMATION TECHNOLOGY section of this catalog.