

OFFICE PROFESSIONAL

ASSOCIATE OF APPLIED SCIENCE DEGREE

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Students completing this two-year Office Professional program will obtain an Associate of Applied Science degree. This degree is for students preparing for employment as executive secretaries or administrative assistants. The curriculum is also intended for technical, educational and general office support personnel. **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
Semester II			
ACNT 1404	Introduction to Accounting II		4
POFI 1449	Spreadsheets		4
POFI 2401	Word Processing++		4
POFT 1319	Records and Information Management I		3
Elective	BMGT, BUSI , COSC , IT--, IM--, MRKG <u>OR</u> PO--		<u>3</u>
	Total		18
Semester III			
BUSI 1301	Business Principles		3
SPCH 1321	Business and Professional Speaking <u>OR</u>		3
SPCH 1315	Public Speaking		
Elective	Academic Education: Humanities/Fine Arts		3
Elective	Academic Education: Social/Behavioral Science		3
Elective	BMGT, BUSI , COSC , IT--, IM--, MRKG <u>OR</u> PO--		<u>3</u>
	Total		15
Semester IV			
ITSW 1407	Introduction to Database		4
POFI 2431	Desktop Publishing		4
POFT 2312*	Business Correspondence & Communication		3
Elective	Academic Education: Natural Science/Math		<u>3</u>
	Total		14
	TOTAL HOURS		65

- + Prerequisite: POFT 1429 or approval of instructor
- ++ Prerequisite: POFT 1429, POFT 2401 or approval of instructor
- * Capstone Learning Experience