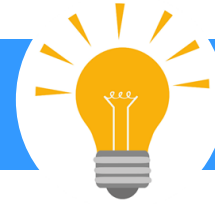


# ADMINISTRATIVE ASSISTANT



## CERTIFICATE

(TSI-Waived Program)

Individuals who are already in the workforce or who need to gain workplace skills may want to consider the Administrative Assistant certificate. This certificate focuses more narrowly on job training and can be completed in two semesters. Hours earned on this certificate may be applied toward the Office Professional Associate of Applied Science degree.

**Academic advisor:** Dwayne Ferguson, (903) 693-2066, dferguson@panola.edu

### SEMESTER I

_____	ACNT 1303	Intro to Accounting I	3
_____	BCIS 1305	Business Computer Applications	3
_____	BUSI 1301	Business Principles	3
_____	EDUC 1100/ PSYC 1100	Learning Framework	1
_____	POFT 1301	Business English	3
_____	POFT 2301	Intermediate Keyboarding	3

**16**

### SEMESTER II

_____	ACNT 1304	Intro to Accounting II	3
_____	POFI 1449	Spreadsheets	4
_____	POFI 2401	Word Processing	4
_____	POFT 1321	Business Math	3
_____	POFT 1309	Administrative Office Procedures I	3

**17**

**TOTAL HOURS = 33**

### Advising Notes

Students taking POFT 2301 – Intermediate Keyboarding must have taken POFT 1329 or have previous typing experience.

Students taking POFI 2401 – Word Processing must have taken POFT 1329, POFT 2301, or have previous typing experience.

Gainful employment data: [https://www.panola.edu/programs/gainful\\_employment/administrative\\_asst/gedt.html](https://www.panola.edu/programs/gainful_employment/administrative_asst/gedt.html)

[Click here](#) to view career details (pay, job outlook, work environment, etc.)