

GENERAL OFFICE



CERTIFICATE

(TSI-Waived Program)

The general office certificate prepares students 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 be applied toward the Administrative Assistant certificate and the Office Professional degree.

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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

TOTAL HOURS = 16

Advising Notes

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

Gainful employment data: https://www.panola.edu/programs/gainful_employment/general_office/gedt.html

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