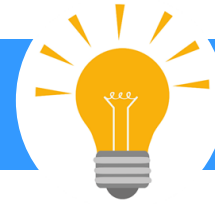


# OFFICE PROFESSIONAL



## ASSOCIATE OF APPLIED SCIENCE

This degree is designed for students preparing for employment as executive secretaries or administrative assistants. The curriculum is also intended for technical, educational and general office support personnel.

**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         |
| _____ | POFT 1301 | Business English               | 3         |
| _____ | POFT 2301 | Intermediate Keyboarding       | 3         |
|       |           |                                | <b>15</b> |

### 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         |
|       |           |                                    | <b>17</b> |

### SEMESTER III

|       |           |   |           |
|-------|-----------|---|-----------|
| _____ | ITSW 1407 | Introduction to Database                            | 4         |
| _____ | SPCH 1315 | Public Speaking                                     | 3         |
| _____ | _____     | Elective – BMGT, BUSI, COSC, IT-, IM-, MRKG, or PO- | 3         |
| _____ | _____     | Elective – BMGT, BUSI, COSC, IT-, IM-, MRKG, or PO- | 3         |
| _____ | _____     | Humanities/Fine Arts                                | 3         |
|       |           |   | <b>16</b> |

### SEMESTER IV

|       |            |   |           |
|-------|------------|---|-----------|
| _____ | POFT 2312* | Business Correspondence & Communication             | 3         |
| _____ | _____      | Elective – BMGT, BUSI, COSC, IT-, IM-, MRKG, or PO- | 3         |
| _____ | _____      | Natural Science/Math                                | 3         |
| _____ | _____      | Social/Behavioral Science                           | 3         |
|       |            |   | <b>12</b> |

**TOTAL HOURS = 60**

#### 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.

\*Capstone course

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

[Click here](#) to visit the Panola College - Office Professional web page for more information