

**PANOLA COLLEGE  
2012-2013 SUGGESTED DEGREE PLAN  
CERTIFICATE PROGRAM – GENERAL BUSINESS**

**ADMINISTRATION/FACULTY:**

**Dwayne Ferguson**

**(903) 693-2066**

[dferguson@panola.edu](mailto:dferguson@panola.edu)

The General Business certificate teaches basic business skills. Hours earned on this certificate may later be applied toward the General Business degree.

**SEMESTER I**

___ACNT	1403	Intro to Accounting I OR
___ACCT	2401	<i>Accounting Principles I (Financial)+</i>
___BCIS	1305	Business Computer Applications
___BUSI	1301	Business Principles
___POFT	1301	Business English
___POFT	1429	Beginning Keyboarding ++ OR
___	2401	<i>Intermediate Keyboarding</i>

---

Total Credit Hours = 17

**SEMESTER II**

___ACNT	1404	Intro to Accounting OR
___ACCT	2402	<i>Accounting Principles II (Managerial)+++</i>
___BUSI	2301	Business Law
___POFI	2401	Word Processing ++++
___POFT	1421	Business Math
___POFT	2312	Business Correspondence & Communication

---

Total Credit Hours = 18

Total Semester Hours = 35

**Advising Notes:**

- + Students wanting to transfer this course to a four-year university should take ACCT 2401.
- ++ Students who have had previous keyboarding experience and type 40 wpm or above should take POFT 2401 instead of POFT 1429.
- +++ Students wanting to transfer this course to a four-year university should take ACCT 2402.
- ++++ Prerequisite: POFT 1429, POFT 2401 or word processing experience & approval of instructor.
- \* Capstone Learning Experience

**CAUTIONARY NOTE: This is a suggested degree plan and students are strongly encouraged to seek advisement for course planning from their academic or faculty advisor. Since senior college requirements differ, Panola College recommends that all students who plan to transfer check with their senior college regarding transferability of particular classes into degree requirements. The final responsibility for the selection, scheduling and satisfactory completion of degree or certificate requirements rests with the student.**