Microsoft Office 2013 on Campus

Now used in all Office Professional and General Business classes

It’s taken us a while, but finally Microsoft Office 2013 is here. That means all application classes in the Office Professional and General Business programs now require Microsoft Office 2013.

You might be thinking, “This is another purchase I hadn’t planned to make.” Here’s the good news. You can use an older version of the software or open source software in courses that aren’t applications classes such as the Word, Excel, Access, or keyboarding classes. Also, most new computers come with a 60-day free trial version of Office that might get you by for a little while. However, your instructors recommend you go ahead and Google Microsoft Office 365 University and purchase the 4-year subscription for $79.99. This version includes Word, Excel, PowerPoint, Publisher, Access—all of the software you will need to complete the Office Professional or General Business program. This software can also be purchased in the College Store for $89.99.

New Office Professional and General Business Curricula Coming Fall 2015

All technical programs across the state will have new requirements

Beginning Fall 2015, Office Professional and General Business students will notice the college will be using new degree plans for the two programs. The Texas Higher Education Coordinating Board is requiring all technical program across the state limit their programs to no more than 60 hours. Basically, not much is changing in the way of content in both programs. Very few courses have been removed, but several courses have been changed from 4-hour lab classes to 3-hour credit courses. Also, you will notice the order of the courses have changed and Office Professional program has added an additional elective so that students can take either a 3- or 4-hour course.

Students who enrolled under an earlier catalog (degree plan) can choose to finish their current plan or convert to one of the new plans. See your advisor, Dwayne Ferguson, if you need help navigating the new system.
Certiport Exams Available

*Can obtaining a Certiport certification help your career?*

The degree or certificate you are working on probably has your complete focus right now. But did you know you can also obtain Microsoft certification right here at Panola College as you pursue your degree?

Panola College is now a Certiport Authorized Testing Center which means we can administer the Microsoft Office Specialist (MOS) certification exams on site. Students who finish the word processing, spreadsheets, or database courses may want to obtain certification in Word, Excel, or Access while the information is fresh on their minds. In fact, the textbooks used in those courses are geared to preparing students for the MOS exams. New MOS exams are project based just like the homework your instructors give in their classes so the format should be familiar to students. We’ll even help you with practice exams before you take the real thing. In other words, if you do well in your college class, you should do well on the Certiport exam.

If you are interested in obtaining a MOS certification, please contact Dr. Bob Wilkins at 903 693-2057 or bwilkins@panola.edu.

Job Prospects Remain Strong for Office Support Personnel

*Employment outlook for secretaries and administrative assistants*

Secretaries and administrative assistants held approximately 4 million jobs in 2013, ranking it among the largest occupations in the U.S. economy.

Job prospects for secretaries continue to remain strong nationally and statewide. According to the *Occupational Outlook Handbook* produced by the Bureau of Labor Statistics, secretaries and administrative assistants should see a large number of new jobs (479,500 new jobs from 2012-2022), an increase of 12 percent; receptionist positions are expected to grow as well increasing by 14 percent during the same period. Medical secretaries should see the largest increase in employment with a 36 percent jump. Job opportunities should be best for applicants with good communication skills (speech, grammar, etc.) and extensive knowledge of software applications such as Microsoft Word, Excel, and Access.

To prepare for employment in these areas, students should begin by taking courses required in the General Office certificate. The student can then progress to the larger Administrative Assistant certificate and finally the Office Professional or Office Professional (Medical) Associate of Applied Science degree.

For More Information

If you are interested in a secretarial career, contact Dwayne Ferguson at 903 693-2066 or dferguson@panola.edu.
Fannin and Blackwell Earn Panola Excellence Award

Two OP/GB students stand out at Academic Excellence Awards

On April 21, 2014, Panola College honored 16 students for their academic achievements in a ceremony held at the Q. M. Martin Auditorium in Carthage. Faculty across the disciplines nominated students that performed well academically and also exhibited exceptional character. The General Business program nominated Teresa Blackwell who graduated in December 2013 with a 3.84 GPA. The Office Professional program nominated Charlotte Fannin who graduated May 2014 with a 3.93 GPA.

Congratulations to Teresa Blackwell and Charlotte Fannin!

Phi Beta Lambda Reorganizes

Reorganization of campus club

Future Business Leaders of America (FBLA) is the largest business student organization in the world! A quarter of a million high school and middle school students, college and university students, faculty, educators, administrators, and business professionals have chosen to be members of the premier business education association preparing students for careers in business. And now, the Phi Beta Lambda (PBL) chapter on the Panola College campus is recruiting new members.

If you are interested in developing leadership, communication, and team skills, or simply looking for an organization to meet and network with others at the local, state and national levels, then FBLA-PBL is the organization for you.

The first organizational meeting will be held September 2 at 2 p.m. in Room 209 in the Gullette Technology Building.

Contact Dwayne Ferguson at (903) 693-2066 or dferguson@panola.edu for more information.