



Office Professional Newsletter

created and distributed by the Office Professional and General Business programs at Panola College

Fall 2016

IN THIS ISSUE

Microsoft Office 365 for FREE!

Now used in all Office Professional and General Business classes

Although Panola College is one of the least expensive colleges in the state in terms of tuition and fees, we know that the college experience is not cheap and students are always looking for ways to save money.

That's why Panola College has a deal for you—Microsoft Office for free!

All Office Professional and General Business classes now require Microsoft Office 2016 be used to type research papers, correspondence, employment documents, etc. Fortunately, you can download Microsoft Office 365 Education (which is Microsoft Office 2016 for students) for free by following the steps below:

1. Go to Office.com/GetOffice365 in your browser.
2. Click in the "Enter your school email address" box and type in your Panola email address.
3. Click "Get started."
4. Click "I'm a student."
5. Check your Panola email. Open the "Finish signing up for Office 365 Education" email message and click "Yes, that's me."
6. Type your name, create and type in an Office 365 password, select your date of birth, and click "Start."
7. Click "Skip" on the "Invite more people" page.
8. If you want to install Office on a Windows laptop or desktop computer, uncheck the Bing and MSN check boxes, and then click "Install now."
9. If you want to install Office on a smartphone or tablet, go to the App Store or Marketplace and install it.
10. Remember your Office 365 password. Office 365 includes LIMITED training and support from the IT Department on campus.

If you have Microsoft Office 2013 or Office 365 University (subscription version) already installed on your home computer, there is no need to download or install the software again. Save some money and download MS Office for free today!



- > Microsoft Office 2016 for FREE!
- > Microsoft Certification Exams Available
- > Job Prospects Remain Strong for Office Support Personnel
- > Castaneda, Hurt, and Walker Earn Panola Excellence Award
- > Phi Beta Lambda Membership Drive
- > Follow Us on the Web

Microsoft Certification Exams Available

Can obtaining Microsoft 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 or spreadsheets courses may want to obtain certification in Word or Excel while the information is fresh on their minds. In fact, the textbooks used in those courses prepare 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 2015, 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 (**118,800 new jobs from 2014-2024**), an increase of 3 percent; receptionist positions are expected to grow as well increasing by **10 percent** during the same period. Medical secretaries should see the largest increase in employment with a **21 percent** jump. Job opportunities should be best for applicants with good communications 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.



3%

projected growth for secretaries and administrative assistants

118,800

new jobs for secretaries and administrative assistants

21%

projected growth for medical secretaries

110,250

new jobs for medical secretaries

FOR MORE INFORMATION

If you are interested in a business or office career, contact Dwayne Ferguson (dferguson@panola.edu) or Jennifer Coon (jcoon@panola.edu).

Office Professional/General Business Advisory Board

Special thanks to the members of the Office Professional/General Business advisory board for their continued advice and support.

- **Dr. Marsha Bayless**, Department Chair/ Professor of Business Communications and General Business, Nelson Rusche College of Business, Stephen F. Austin State University
- **Jeannie Foster** – Express Employment Professionals, Longview
- **Paul Patel** – Vice President, Holiday Inn Express & Suites, Carthage
- **Donna Porter** – Assistant Superintendent, Carthage Independent School District, Carthage
- **Pamela Logan** – Texas Comptroller of Public Accounts, Lufkin
- **Bryan Tarjick** – Administration/ Technology, Panola Charter School, Carthage
- **Cooper Terry** – District Manager-East Texas, Fastenal, Carthage/Longview
- **Moriah Thelen** – Administrative Assistant, Texas Eastman, Longview

Office Professional/General Business Degrees and Certificates

Associate of Applied Science Degrees:

- Office Professional
- Office Professional (Medical Option)
- General Business

Certificates:

- Administrative Assistant
- General Office
- General Business
- Marketable Skills

Office Professional/General Business Contact Information

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Castaneda, Hurt, and Walker Earn Panola Excellence Award

Business students stand out at Academic Excellence Awards

On April 14, 2016, Panola College honored 20 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. Three students from the Business Department were nominated and received this prestigious award: Kollin Hurt - Business, Kyle Walker - General Business, and Liliana Castaneda - Office Professional.

Congratulations to Kollin, Kyle, and Liliana!

Phi Beta Lambda Membership Drive

Campus business club recruiting new members

Future Business Leaders of America (FBLA) is the largest business student organization in the world! A quarter of a million high 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.



Phi Beta Lambda (PBL) is the college division of FBLA. The club is open to all Panola College students who have an interest in business. In 2015, Panola College had 14 students join the club and now PBL 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 interested in business, then FBLA-PBL is the organization for you.

The first PBL meeting this fall will be held August 31 at noon in Rm 209 in the Gullette Technology Building.

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

Follow Us on the Web!

Keep up with PC Business faculty and students



@panola_business



panolacollegebusiness



Phi Beta Lambda – Panola College