



# Office Professional Newsletter

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

Fall 2017

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## 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 (or 365) to type research papers, correspondence, employment documents, etc. Fortunately, you can download Microsoft Office for free. Just ask your instructor for more details.

Save some money and download MS Office for free today!



## Microsoft Certification Exams

*Industry certification for Word Processing and Excel students*

Did you know you can also obtain Microsoft certification right here at Panola College as you pursue your degree?

Panola College is 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. MOS exams are project based just like the homework your instructors give in their classes so the format should be familiar. 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 Dwayne Ferguson at 903 693-2066 or [dferguson@panola.edu](mailto:dferguson@panola.edu).

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## Administrative Office Procedures Added to Curricula

*New course to replace Records Management*

If you are working on an Office Professional AAS degree or Administrative Assistant certificate, you will notice that POFT 1319 - Records Management is no longer in your degree plan. It has been replaced with POFT 1309 – Administrative Office Procedures. The new course does include a couple of chapters on records management, but it also covers subjects not covered in any of our other courses such as office management, teleconferencing, planning meetings, scheduling travel, etc.

This course is offered only in the spring, so contact Dwayne Ferguson ([dferguson@panola.edu](mailto:dferguson@panola.edu)) or Jennifer Coon ([jcoon@panola.edu](mailto:jcoon@panola.edu)) if you need help scheduling spring courses.

## 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 2016, 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](mailto:dferguson@panola.edu)) or Jennifer Coon ([jcoon@panola.edu](mailto: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 Anderson** – 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**

**Mailing address:**

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## Heard, Ratcliff, and Giddens Earn Panola Excellence Award

### *Business students stand out at Academic Excellence Awards*

On April 10, 2017, Panola College honored 19 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: Joshua Heard - Business, Patti Ratcliff - General Business, and Emilee Giddens - Office Professional.

Congratulations to Joshua, Patti, and Emilee!

## 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 and will be accepting new members this fall.

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  
September 6 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



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Phi Beta Lambda – Panola College