

PANOLA COLLEGE
2012-2013 SUGGESTED DEGREE PLAN
CERTIFICATE PROGRAM – Marketable Skills

ADMINISTRATION/FACULTY

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Completion of this certificate prepares students for employment in accordance with guidelines for the Workforce Investment Act. This certificate consists of three courses that address the heart of the Microsoft Office suite: Word, Excel and Access. The student has the option of taking these courses over the internet or in a traditional classroom setting. This certificate targets individuals already in the workforce, but any student may participate. The student wanting semester hour credit must complete procedures required by the Admissions/Records Office. Semester hour credit courses may be used to complete other occupational certificate or AAS degrees.

SEMESTER CREDIT:

___POFI	2401	Word Processing + OR
<i>ITSW</i>	1401	<i>Intro to Word Processing +</i>
___POFI	1449	Spreadsheets OR
<i>ITSW</i>	1404	<i>Intro to Spreadsheets</i>
___ITSW	1407	Intro to Database

Total Credit Hours = 12

CONTINUING EDUCATION CREDIT:

___POFI	2001	Word Processing
___ITSW	1004	Intro to Spreadsheets
___ITSW	1007	Intro to Database

Advising Notes:

- + Prerequisite: POFT 1429, POFT 2401 or previous typing experience
- * 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.