



Office Professional Newsletter

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

Fall 2015

Microsoft Office 2013 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 2013 be used to type research papers, correspondence, employment documents, etc. Fortunately, you can download Microsoft Office 365 Education (which is Microsoft Office 2013 for students) for free by following the steps below:

1. Go to Office.com/GetOffice365 in your browser.
2. Click the "Find out if you are eligible" button.
3. Enter your school provided email address and click "Sign up." You must be a current Panola College student.
4. Click the "Complete Office 365 Education signup" link that was sent to your email account.
5. Fill in your name, password, and date of birth and click "Start."
6. If you want to install Office on a laptop or desktop computer, uncheck the Bing and MSN check boxes as appropriate, and then click "Install now."
7. If you want to install Office on a smartphone or tablet, go to the App Store or Marketplace and install it.
8. For technical support, email its@panola.edu.

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!



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New Office Professional and General Business Curricula for Fall 2015

All technical programs across the state will have new requirements

Beginning Fall 2015, Office Professional and General Business students will notice Panola College advisors 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 the 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.

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 2014, 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 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.



12%

*projected growth for
secretaries and
administrative assistants*

479,500

*new jobs for secretaries and
administrative assistants*

36%

*projected growth for
medical secretaries*

189,200

*new jobs for medical
secretaries*

FOR MORE INFORMATION

If you are interested in a secretarial career, contact Dwayne Ferguson at 903 693-2066 or dferguson@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.

- **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
- **Dr. Ann Wilson**, Interim Associate Dean, Nelson Rusche College of Business, Stephen F. Austin State University

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:

Office Professional Program
Panola College
1109 W. Panola
Carthage, TX 75633

Program Advisor:

Dwayne Ferguson
(903) 693-2066
dferguson@panola.edu

Find Us on the Web



Follow us on Twitter
@panola_business!

Panola College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate degrees and certificates of completion. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Panola College. • Panola College is an Equal Opportunity Institution that provides educational and employment opportunities on the basis of merit and without discrimination because of race, color, religion, sex, age, national origin, veteran status, genetic information, or disability.

Trost Earns Panola Excellence Award

Office Professional student stand out at Academic Excellence Awards

On April 23, 2015, Panola College honored 16 students for their academic achievements in a ceremony held in the Murphy Payne Community Room on the Carthage campus.

Faculty across the disciplines nominated students that performed well academically and also exhibited exceptional character. The Office Professional program nominated Terri (Tia) Trost who is pursuing an Office Professional AAS degree and currently has a 3.87 GPA.

Congratulations to Tia Trost!



Phi Beta Lambda Back on Campus

Campus club reorganized and 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.



For several years, PBL had not been active on the Panola College campus. In 2014-2015, faculty in the Business Department decided to revive the organization and 12 students joined the club. Officers were elected and students participated in meetings and various activities throughout the year. 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 interested in business, then FBLA-PBL is the organization for you.

***The first PBL meeting this fall will be held
September 3 at 2 p.m. in Rm 209
in the Gullette Technology Building.***

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