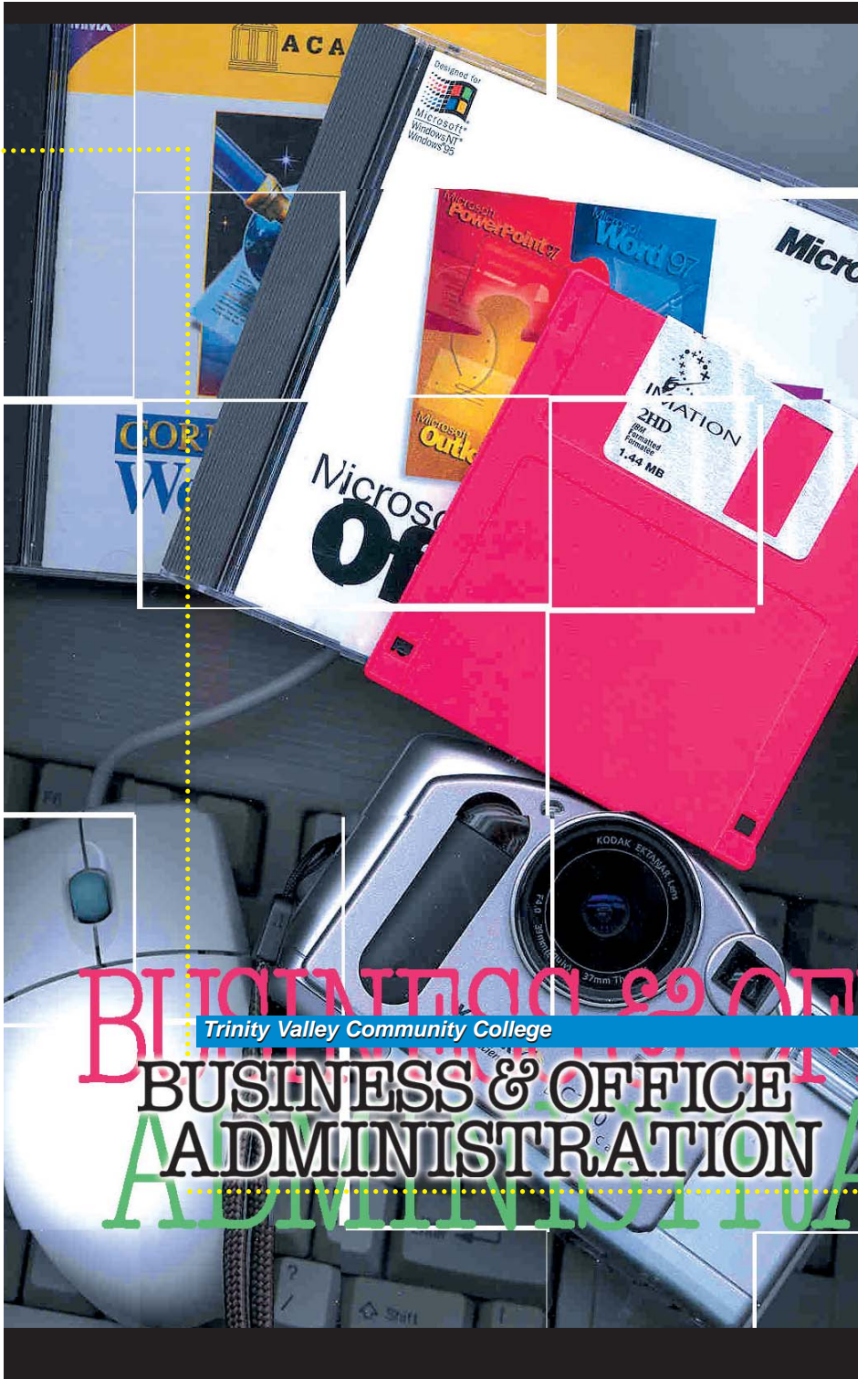




Trinity Valley Community College
100 Cardinal Drive
Athens, Texas 75751



TVCC Graphic & Print Design 903.675.6389

Associate in Applied Science in Business and Office Administration*

This program is designed for students who plan to enter into employment upon completion. However if a student plans to transfer to a four-year college or university, he or she should contact the Guidance Center to determine the transferability of specific courses included in this program curriculum.

FIRST SEMESTER

POFT 1429	Basic Keyboarding or	
POFT 2401	Intermediate Keyboarding**	4
ECON 2301	Principles of Macroeconomics	3
ACNT 1303	Introduction to Accounting***	3
MATH 1332	College Math	3
POFT 1301	Business English	3
Total Semester Hours		16

SECOND SEMESTER

POFI 2401	Word Processing I	4
POFT 2312	Business Communications	3
ACCT 2401	Financial Accounting	4
BUSI 1301	Business Principles	3
COSC 1301	Microcomputer Applications	3
Total Semester Hours		17

THIRD SEMESTER

BMGT 1303	Principles of Management	3
BUSI 2301	Business Law	3
ENGL 1301	Composition and Rhetoric	3
ACCT 2402	Managerial Accounting	4
BMGT 1325	Office Management	3
SPCH 1321	Business and Professional Speaking	3
Total Semester Hours		19

FOURTH SEMESTER

BUSI 1307	Personal and Family Finance	3
ACNT 1311	Introduction to Computerized Account	4
PSYC 2301	General Psychology	3
HRPO 2307	Organizational Behavior	3
BUSG 1366	Practicum-Business Gen. I	3
	Humanities/Fine Arts	3
Total Semester Hours		19

*This program is designed for students who plan to enter into employment upon completion. However, if a student plans to transfer to a four-year college or university, he or she should contact the Guidance Center to determine the transferability of specific courses included in this program curriculum.

** Students are eligible to take POFT 2401 if they have keyboarding skills.

***Students who do not have an accounting background are encouraged to take ACNT 1303 before ACCT 2401.

POFT 1429. Basic Keyboarding. (4-3-3)

A beginning course designed to introduce students to keyboarding and basic formatting techniques. Emphasis is on mastery of the keyboard, developing basic keyboarding skills, improving language arts skills, developing basic composition skills, and formatting basic computer compatible documents including personal letters, block style letters, memos, envelopes, tables, reports, outlines, and centered material. Keyboarding skills as desired by growing numbers of employers daily due to the widespread use of computer technology in all fields. Lab Fee: \$20.00

POFT 2321. Machine Transcription. (3-3-0)

Prerequisite: POFT 2401 or POFT 1429.

This course provides training in the use of transcribing machines or word processors.

POFT 2401. Intermediate Keyboarding. (4-3-3)

Prerequisite: Keyboarding POFT 1429 or equivalent skills and knowledge.

This course provides a review and builds on keyboarding competencies developed. Emphasis is placed on increasing speed, improving accuracy, developing formatting skills, applying communication skills, and learning document production skills. Lab Fee: \$20.00

POFT 2431. Desktop Publishing for the Office. (4-3-3)

Prerequisite: ITSW 2431 or Division Chair's approval.

Concepts and practical applications of word publishing using Microsoft Word are presented. The course provides training in document production using desktop publishing. Page layouts, merging of graphics and text, and utilization of different font styles are emphasized. Lab Fee: \$20.00

Administrative Offices

Admissions	903/675-6357	Financial Aid	903/675-6233
Business Division	903/675-6373	Housing	903/675-6220
Counseling	903/675-6350	Veteran's Office	903/675-6228
Dean, Occupational Education		903/675-6266	

For More Information

Check the boxes below to receive:

- College Catalog Admission Application Schedule of Classes

Fill in the information below:

Name _____

Address _____

City _____ State _____ Zip Code _____

Telephone _____ Email _____

Clip and mail to: Trinity Valley Community College
Business & Office Administration Dept. • 100 Cardinal Drive • Athens, TX 75751

Trinity Valley Community College is an affirmative action/equal opportunity institution which provides educational and employment opportunities on the basis of merit and without discrimination or harassment because of race, color, religion, sex, national origin, age, or disability.

BUSI 1307. Personal and Family Finance. (3-3-0)

A study of the financial problems which people encounter in their personal and family accounts. Includes topics on: goal setting, financial planning, resume writing, record keeping, financial statements, budgets, insurance, taxes, borrowing, housing, investments, retirement, and estate transfer.

BUSI 2301. Business Law. (3-3-0)

This course deals with the origins of American Law, contracts, personal property, bailments, negotiable instruments, insurance, partnership, corporation and real property.

POFI 2401. Word Processing I. (4-3-3)

Prerequisite: Keyboarding skill of 40 gross words per minute or division chairperson approval.

This is an introductory course designed to present concepts of information/word processing as well as the opportunity to perform basic word processing functions, develop formatting skills, and apply communication skills using Microsoft Word application software. Lab Fee: \$20.00

ITSW 2431. Advanced Word Processing. (4-3-3)

Prerequisite: POFI 2401

A continuation course designed to provide experience producing complex documents using advanced word processing functions of Microsoft Word for Windows software. Students will continue to develop accuracy, formatting, and document production skills. Emphasis is placed on learning and applying word publishing and macro functions while applying proofreading and editing skills. Lab Fee: \$20.00

POFT 1127. Introduction to Keyboarding. (1-0-2)

This course serves as an introduction to the microcomputer keyboard and is designed to provide the opportunity to develop microcomputer keyboarding basic skills in a minimum amount of time for those entering a variety of fields such as word/data processing, accounting, and other areas where alpha, numeric, and/or symbol keyboarding is utilized. Lab Fee: \$20.00

POFT 1301. Business English. (3-3-0)

This course is designed especially for Business and Marketing majors. It is the study of the mastery of parts of speech, sentence construction, effective writing and speaking, and the principles of punctuation and capitalization. The minimum essentials for business correspondence are reviewed.

POFT 2312. Business Correspondence and Communications. (3-3-0)

This course is intended to develop skills in all phases of business communication including writing, listening, speaking, reading, and interpreting nonverbal cues. Primary emphasis is placed on developing sound skills for writing letters, memos, reports, and correct telephone procedures and techniques. Awareness of electronic advances in information processing and management and their impact on communication is also included.

POFT 1321. Business Math. (3-3-0)

This course is designed to provide a review of basic mathematic skills and to provide a mathematic background for accounting. The course includes instruction on fractions, decimals, percentages, simple and compound interest, retail problems, payrolls, loans, taxes, insurance, and depreciation.

POFT 1409. Office Procedures and Administration. (4-3-3)

Prerequisite: Completion of POFT 1429.

A course designed to assist, inform, and train students for careers in today's offices. The course is also useful to people returning to work after a period of time or to those who have made a career change. The course integrates office, language, human relations, filing, and decision-making skills required of administrative assistants. Emphasis is placed on preparing students for the realistic problems and situations encountered in modern offices. The use of the computer is combined throughout the course. Lab Fee: \$20.00

Associate in Applied Science in Office Technology*

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FIRST SEMESTER

POFT	1429	Basic Keyboarding**	4
BUSI	1301	Business Principles	3
POFT	1301	Business English	3
COSC	1301	Microcomputer App.	4
ACNT	1303	Introduction to Accounting***	3
			Total Semester Hours 17

SECOND SEMESTER

POFT	2401	Intermediate Keyboarding**	4
POFI	2401	Word Processing I	4
POFT	2312	Business Correspondence and Communications	3
BUSI	1307	Personal & Family Finance	3
BMGT	1325	Office Management	3
			Total Semester Hours 17

THIRD SEMESTER

ITSW	2431	Advanced Word Processing	4
ENGL	1301	Composition and Rhetoric	3
ECON	2301	Principles of Macroeconomics	3
		Humanities/Fine Arts	3
SPCH	1321	Business and Professional Speaking	3
MATH	1332	College Math	3
			Total Semester Hours 19

FOURTH SEMESTER

POFT	2321	Machine Transcription	3
POFT	1409	Office Procedures I	4
BUSG	1366	Practicum-Business Gen. Finance	3
POFI	2431	Desktop Publishing for the Office	4
HRPO	2307	Organizational Behavior	3
			Total Semester Hours 17

*This program is designed for students who plan to enter into employment upon completion. However, if a student plans to transfer to a four-year college or university, he or she should contact the Guidance Center to determine the transferability of specific courses included in this program curriculum.

** Students are eligible to take POFT 2401 if they have keyboarding skills..

***ACCT 2401 may be taken in lieu of ACNT 1303.

University-Transfer Curricula for Business Administration*

Accounting, Economics, Finance, Management, Marketing and General Business

FIRST SEMESTER

ENGL 1301	Composition and Rhetoric.....	3
HIST 1301	U. S. History to 1877.....	3
ECON 2301	Principles of Macroeconomics.....	3
ACCT 2401	Financial Accounting.....	4
MATH 1324	Math for Business & Economics I.....	3
Total Semester Hours		16

SECOND SEMESTER

ENGL 1302	Composition and Literature.....	3
HIST 1302	U.S. History from 1877.....	3
ECON 2302	Principles of Microeconomics.....	3
ACCT 2402	Managerial Accounting.....	4
MATH 1325	Math for Business and Economics II.....	3
Total Semester Hours		16

THIRD SEMESTER

SPCH 1321	Business and Professional Speech.....	3
	Science.....	4
	Social/Behavioral Science.....	3
GOVT 2301	American and Texas Constitution.....	3
ENGL	Sophomore Level.....	3
Total Semester Hours		16

FOURTH SEMESTER

COSC 1301	Microcomputer Applications**.....	4
	Visual/Performing Arts.....	3
	Science.....	4
	Humanities/Fine Art.....	3
GOVT 2302	American and Texas Government.....	3
Total Semester Hours		17

*Contact the Guidance Office Center to determine transferability of courses and college or university requirements.

** COSC 1301 may be substituted for BCIS 1305

Office Technology Certificate Program* (One Year)

This program is designed for students who plan to enter into employment upon completion. However, if a student plans to transfer to a four-year college or university, he or she should contact the Guidance Center to determine the transferability of specific courses included in this program curriculum.

POFT 1429	Basic Keyboarding or	
POFT 2401	Intermediate Keyboarding**.....	4
POFT 1301	Business English.....	3
ACNT 1303	Introduction to Accounting***.....	3
OFAD 1471	Word Processing I.....	4
POFT 2312	Business Correspondence and Communications.....	3
POFT 1321	Business Math.....	3
ITSW 2431	Advanced Word Processing.....	4
POFT 1409	Office Procedures.....	4
POFT 2321	Machine Transcription.....	3
	Elective****.....	3
BUSG 1366	Business and Office Practicum.....	3
Total Semester Hours		41

* This program is designed for students who plan to enter into employment upon completion. However, if a student plans to transfer to a four-year college or university, he or she should contact the Guidance Center to determine the transferability of specific courses included in this program curriculum.

** Students are eligible to take POFT 2401 if they have keyboarding skills.

*** Students will receive credit for ACNT 1303 if they have taken ACCT 2401.

**** Select from BUSI 1301, BUSG 2305, BMGT 1303, BMGT 1325, ACCT 2401, ACCT 2402, ITSW 1304, MDCA 1313, POFT 2431, HRPO 2307, BUSI 1307, POFT 1127, SPAN 1300

Course Descriptions for Business and Office Administration

BMGT 1325. Office Management. (3-3-0)

A study of the problems of office management and the duties of the office manager. It also includes the study of the function of the AOM, leadership styles, the problem solving process, managing human resources, training and promotion, office salary administration, labor-management relations and managing administrative services.

BUSG 1191, 1291, 1391, Current Business Applications.

1191 (1-1-0) 1291 (2-2-0) 1391 (3-3-0)

Selected instruction related to the specific modern needs of business, industry, government, and other institutions. This course is designed to allow the flexibility in course content needed to meet the particular instructional needs of a student.

BUSG 1366, 2366. Business and Office Practicum I and II. (3-1-20)

Prerequisite: Sophomore classification and consent of the instructor.

Under the supervision of the college and the employer, the student combines classroom learning with on-the-job experience in the field of business and office management occupations. Internship is open only to students enrolled in the Associate in Applied Science Degree programs. Lab Fee: \$20.00.

BUSI 1301. Business Principles. (3-3-0)

This course is designed to survey the entire field of business, build a business vocabulary, broaden the student's perspective of the business field, aid the student in selecting a field of specialization, and provide a background for further study.