

# CAREER PATHWAY

TRINITY VALLEY COMMUNITY COLLEGE

# Business & Office Technology

Business & Technology

## Occupational Skills Award

### Administration Technology Applications (12 Credits)

Obtain entry-level employment skills or industry certifications in:

- Microsoft Word
- Microsoft Excel

POFI 2301 Word Processing I  
POFI 2331 Desktop Publishing  
POFT 1309 Adm. Office Proc.  
\*ITSW 1304 Elec Spreadsheet

\*Prerequisite BCIS 1305  
Business Computer Applications

## Certificate

### Business Technology (18 credits)

### Office Technology (34 Credits)

Designed to provide students with the knowledge and skills necessary for employment upon completion.

Potential Jobs:

- Administrative Assistant
- Office Clerk

Find jobs in organizations of every type, including:

- Education      -Government
- Healthcare      -Manufacturing

## Associate of Applied Science Degree

### General Business (60 Credits)

### Office Technology (60 credits)

The Associate of Applied Science degrees are accelerated two-year programs for people preparing for immediate careers in business.

Potential jobs in a variety of industries:

- Office Coordinator
- Administrative Technician
- Office Specialist

## Career

Students are prepared to enter their career field at any point along the pathway and advance as they complete higher-level credentials.

## Bachelor's Degree

Transfer credits to obtain a Bachelor's of Applied Science Degree.

- Texas A&M University-Commerce
- University of Texas at Tyler
- Tarleton State University
- Texas Women's University