

Patoka Valley CTE Cooperative

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Director- Jarred Howard

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Business Office Technology

Course Title: Business Office Technology

Principles of Business Operations (7153), Business Office Communications (7144), Digital Data Applications (7254)

Location: VU Jasper Campus - Habig Building Room #226

Class time: 1:00-3:00

Credits per semester: 2

Description: The Principles of Business Operations and Technology course will prepare students to plan, organize, direct, and control the functions and processes of a firm or organization and be successful in a work environment. Students are provided opportunities to develop attitudes and apply skills and knowledge in the areas of business, management, Microsoft office, and finance. Individual experiences will be based upon the student's career and educational goals. Upon successful completion of the program and courses, students will receive 12 total college credits for the following courses:

Dual Credit:

Fall Semester:

COMP 256: Office Management Communications, 3 cr hrs. This course provides students with a basic background in modern theory and practice in office organization and management, including such topics as management styles, problem solving, and communication. Students will have the opportunity to become Microsoft Office Specialist (MOS) Outlook certified.

COMP 202: Business Documents and Presentations, 3 cr hrs. Using trending multimedia tools, students will learn word processing and document creation as well as creating and modifying professional quality presentations. Students will have the opportunity to become Microsoft Office Specialist (MOS) Word certified.

Spring Semester:

COMP 234: Data Management with Spreadsheets, 3 cr hrs. Students will study methods for managing data, the use of spreadsheets to sort and search records and systems, and managing the administration of the life-cycle of business essential records. Students will have the opportunity to become Microsoft Office Specialist (MOS) Excel certified.

COMP 185: Introduction to Databases, 3 cr hrs. The course will feature database design and relational design principles based on dependencies and normal forms. This course introduces

students to practical and theoretical database concepts. Students will have the opportunity to become Microsoft Office Specialist (MOS) Access certified.

Prerequisites/Requirements for application: Principles of Marketing or Principles of Business Management.

Occupations/Job Placements: Accounting, finance, sales and marketing, human resource management, management information systems, public relations, law, and/or hospital administration.

Instructor Information: Angie Allen- AMAllen@vinu.edu

**Students have the opportunity to attend the Business Office Tech program for a second year.