



Business Programs Student Handbook

Welcome to the Trinidad State Junior College Business Management/Office Technologies/Graphic Design Programs.

Our system of teaching is a combination of discussion, lecture and hands-on learning. It is impossible to present all the information in a class period; therefore, you will be expected to utilize the audio-visual/computer material, study guides, and library material outside of regular class hours. To be successful in your courses, you will need to be committed to the course of study and spend time in preparation.

You will have different professors. Please allow for individual differences in teaching and personality among the faculty. They are all experienced and possess a degree in Business fields as well as their CTE credentials. Learn from each professor much as you can. From time to time there will be additional policies given to you. You are held responsible for adhering to all policies, old and new.

BUSINESS PROGRAM OUTCOMES

The Business graduate will be able to:

1. Identify and meet needs of business in a variety of settings.
2. Perform safe and effective business/office tasks in a variety of settings.
3. Use effective communication, both written and oral, in a variety of settings.
4. Assume responsibility for self-development.
5. Perform within the ethical and legal framework of business.
6. Demonstrate accountability for the quality of one's own business practice.
7. Demonstrate an awareness of global standards of business.

BUSINESS MANAGEMENT CERTIFICATE AND DEGREE PLANS

Small Business Management Certificate

Fall Semester 1	18
3 BUS 102 Entrepreneurial Operations	
3 BUS 115 Intro to Business	
3 BUS 217 Business Communications	
3 CIS 118 Intro to PC Apps	
3 MAR 160 Customer Service	
3 MAR 216 Principles of Marketing	

Spring Semester 2 **17**

3 BUS 216 Legal Environment of Business	
1 MAN 102 Ethics & Values	
3 MAN 105 Logistics Management	
1 MAN 117 Time Management	
3 MAN 200 Human Resource Management I	
3 MAN 226 Principles of Management	
3 MAT 112 Financial Math	

Prepares student to assist in managing an office or managing their own business (Entrepreneurial business).

Certificate Total 35

Business Management Degree

Fall Semester 1	16
4 ACC 121 Principles of Accounting I	
3 BUS 115 Intro to Business	
3 CIS 118 Intro to PC Apps	
3 ENG 121 English Composition	
3 Elective(ACC,BUS,BTE,CIS,MGD,MAN)	

Spring Semester 2 **14**

3 ACC 245 Computerized Accounting	
3 BUS 216 Legal Environment of Business	
1 MAN 102 Ethics & Values	
1 MAN 117 Time Management	
3 MAN 226 Principles of Management	
3 MAT 112 Financial Math	

Fall Semester 3 **15**

3 BUS102 Entrepreneurial Operations	
3 BUS 217 Business Communications	
3 MAR 160 Customer Service	
3 MAR 216 Principles of Marketing	
3 MAT 121 College Algebra	

Spring Semester 4 **16**

3 MAN 105 Logistics Management	
3 MAN 200 Human Resource Management I	
1 BUS 289 Capstone	
3 ***General Ed	
3 ***General Ed	
3 ***General Ed	

Degree Total 61

GRAPHIC DESIGN CERTIFICATE AND DEGREE PLANS

Graphic Design Certificate

Fall Semester 1 **12**

- 3 MGD 101 Intro to Comp Graphics
- 3 MGD 111 Photoshop
- 3 MGD 109 Design & Color***
- 3 ART 121 Drawing I

Spring Semester 2 ***** 12-15**

- 3 MGD 112 Illustrator
- 3 MGD 114 InDesign
- 3 ART 122 Drawing II***
- 3 PHO 205 Digital Photography
- 3 MGD 116 Typography

Fall Semester 3 ***** 6-9**

- 3 BUS 102 Entrepreneurial Operations***
- 3 MGD 133 Graphic Design
- 3 MGD 141 Web Design
- 3 BUS 217 Business Communications***

Spring Semester 4 **10**

- 3 MGD 143 Motion Graphic Design
- 3 MGD 213 Electronic Prepress
- 3 MGD 280 Internship
- 1 MGD 175 Spec. Topics: Portfolio

***** Only need to complete
6 credits for electives.**

**Prepares student to work for newspapers, magazines
print media for businesses, or starting their own print
media business.**

Certificate Total

43 Degree Total

Graphic Design Degree

Fall Semester 1 **15**

- 3 MGD 101 Intro to Comp Graphics
- 3 MGD 111 Photoshop
- 3 MGD 109 Design & Color
- 3 ART 121 Drawing I
- 3 ***General Ed

Spring Semester 2 **15**

- 3 MGD 112 Illustrator
- 3 MGD 114 InDesign
- 3 ART 122 Drawing II (elective)
- 3 PHO 205 Digital Photography
- 3 ***General Ed

Fall Semester 3 **15**

- 3 BUS 102 Entrepreneurial Operations
- 3 MGD 133 Graphic Design
- 3 MGD 141 Web Design
- 3 BUS 217 Business Communications (elective)
- 3 ***General Ed

Spring Semester 4 **19**

- 3 MGD 116 Typography
- 3 MGD 143 Motion Graphic Design
- 3 MGD 213 Electronic Prepress
- 3 MGD 280 Internship
- 1 MGD 175 Spec. Topics: Portfolio
- 3 ***General Ed
- 3 ***General Ed

*****General Ed Requirements:**

- 3 ENG 121 English Composition
- 3 SPE 115 Public Speaking
- 3 MAT 107 Career Math or higher level math
ART 110 OR
- 3 111 Art Appreciation OR Art History
- 3 Science OR Social & Behav. Sci.

64

OFFICE TECHNOLOGIES CERTIFICATE AND DEGREE PLANS

Office Technologies Certificate

Fall Semester 1	17
4 ACC 121 Principles of Accounting I	
3 BTE 103 Keyboarding Apps II	
3 MAT 107 Career Math	
3 CIS 118 Intro to PC Apps	
3 BUS 217 Business Communications	
1 BTE 108 10 Key By Touch	

Spring Semester 2	18
3 ACC 245 Computerized Accounting	
3 BTE 225 Office Management	
3 CIS 135 MS Word	
3 MAT 112 Financial Math	
3 CIS 155 MS Excel	
3 BTE 204 Keyboarding Apps III	

Prepares student to be an office/administrative assistant, receptionist, bank teller or bookkeeper.

The Degree prepares student to be an office/administrative assistant, receptionist, bank teller or bookkeeper. Or the student may transfer to earn a 4-yr degree.

Certificate Total 35

Office Technologies Degree

Fall Semester 1	17
4 ACC 121 Principles of Accounting I	
3 BTE 103 Keyboarding Apps II	
3 BUS 115 Intro to Business	
3 MAT 107 Career Math	
3 CIS 118 Intro to PC Apps	
1 BTE 108 10 Key By Touch	

Spring Semester 2	16	***
3 ACC 245 Computerized Accounting		
3 BUS 216 Legal Environment of Business		
3 MAN 226 <small>***Principles of Management OR Principles of Marketing in Fall Semester</small>		
3 CIS 135 MS Word		
3 MAT 112 Financial Math		
1 CIS 161 Pres. Graphics		

Fall Semester 3	15	***
3 BTE 204 Keyboarding Apps III		
3 BUS 217 Business Communications		
3 CIS 155 MS Excel		
3 ***General Ed		
3 MAR 216 <small>***Principles of Marketing OR Principles of Management in Spring Semester</small>		
3 ***General Ed		

Spring Semester 4	16
3 MGD 114 Adobe InDesign	
3 CIS 145 MS Access	
3 BTE 225 Office Management	
1 BUS 289 Capstone	
3 ENG 121 <i>English Composition</i>	
3 ***General Ed	

*****General Ed Requirements:**
9 credit hours in Science, Social & Behavioral Science, Humanities or Speech

Degree Total 64

MINI CERTIFICATE PLANS

Accounting Mini-Certificate

Fall Semester 1	11
3 ACC 115 Payroll Accounting	
4 ACC 121 Principles of Accounting I	
1 BTE 108 Ten Key by Touch	
3 CIS 155 PC Spreadsheet Concepts/Excel	

Spring Semester 2	10
4 ACC 122 Accounting Principles II	
3 ACC 135 Spreadsheet Apps for Acct	
3 ACC 245 Computerized Accounting	

Mini-Certificate Total **21**

Prepares student to maintain financial books for their own company or someone else's business.

Office Basics Mini-Certificate

Fall Semester 1	11
1 BTE 100 Computer Kbdg	
2 BTE 112 Speedbuilding	
OR	
1 BTE 175 Speedbuilding	
2 BTE 102 Keyboarding Apps I	
1 BTE 108 Ten Key by Touch	
1 BUS 117 Business Writing	
3 CIS 118 Intro to PC Apps	
3 COM 125 Interpersonal Comm	

Spring Semester 2	11.5
1 BTE 116 File Management	
0.5 BTE 129 Telecommunications	
BUS, BTE,	
3 or CIS Elective or Internship	
1 BTE 175 Speedbuilding	
2 BTE 102 Keyboarding Apps I	
OR	
3 BTE 103 Keyboarding Apps II	
3 CIS 135 Complete Word Proc	
1 MAN 117 Time Management	

Mini-Certificate Total **22.5**

This minicertificate works well for the student who returning and needs to build confidence in their computer/technological skills. Prepares student to enter an office job with proficient office skills.

POLICES OF THE BUSINESS PROGRAM

A. GENERAL POLICIES

1. Attendance to class is required unless the course is a hybrid and then attendance is according to the specific course.
2. Adherence to the general regulations of the college, as written in the college catalog and student handbook, is required.

B. DEGREE/CERTIFICATE PORTFOLIOS

Each student will be creating an electronic portfolio for their specific program. A Capstone course will be completed in which the professor will assist students in finalizing the compilation of the portfolio. There will be assigned projects that students will complete that will need to be saved electronically so that it can be included in the student's portfolio.

C. PERSONAL APPEARANCE

Though the college does not have a specified student dress code, it is important that students be aware of appropriate dress in the business world. The student's professional appearance is a reflection of not only him/herself, but also of his/her college and most importantly, your potential employer. While in the program, clothing should be neat and clean conveying a professional appearance. The student should be well groomed and strive to follow appropriate business attire.

Personal Appearance and Hygiene Recommendations:

- a. Use deodorant and bathe/shower often to avoid offensive body odors.
- b. Brush teeth and use mouthwash to help avoid bad breath.
- c. Hair should be clean and neat.
- d. For males, facial hair should be neatly trimmed and close to the face.
- e. Makeup should be used moderately.
- f. Fingernails should be kept clean, trimmed, and of reasonable length.
- g. Fragrances should be scant to minimal.
- h. Hickies are considered unprofessional and should not be visible to others.
- i. Backless, see-through, tight-fitting, spaghetti straps, strapless, *extremely short*, or low-cut blouses/top/dresses/skirts **are inappropriate business attire** and should be worn **with great reservation**.
- j. For class presentation and interviews, conceal tattoos as much as possible.
- k. NO facial or oral jewelry should be visible for class presentations or interviews.

D. COMPUTER LABS

Normal operating hours are from 8:00 am to 9:00 pm Monday through Thursday and then 8:00 to 5:00 pm on Fridays. Saturday Labs are from 9:00 am to 3:00 pm unless otherwise posted around the college.

Computer Lab Rules

1. No food should be eaten in the labs. If you need/want a snack, please go out to the hall where chairs and tables are available. Then please remember to wipe off your hands to avoid getting oils, crumbs, etc on the keyboards.
2. No open containers should be brought into the labs. You may use closed-lid containers, but no coffee cups, or soft drink cups. If knocked over they could destroy the computers besides making a huge mess.
3. Set cell phones to “Silence” mode to avoid disturbing other students learning.
4. Bringing and leaving children unattended to the Computer Labs is NOT acceptable. The computers and equipment are expensive and need to be cared for appropriately. This could result in suspension from classes. (Refer to Student Handbook under Student of Conduct)
5. Clean up the work area before you leave so the next person doesn’t need to.
6. If there are problems with the printers, please go to the room phone and call extension 7105 and tell them what lab you are located in and what is happening with the printer. **DO NOT ATTEMPT TO FIX THE PRINTER YOURSELF** as they have small parts that are breakable.
7. If you are the last class or user of the lab, please remember to close all the windows and turn off the lights.

E. ATTENDANCE AND TARDY POLICY

1. Attendance to class is required with the exception of the hybrid class in which attendance will be stated in the course syllabus.
2. Class: All instructors will maintain an official attendance record on all students.
3. Excused absences require formal and direct notification of the instructor and include:
 - A. illness (written report from the healthcare provider may be required)
 - B. jury duty
 - C. hospitalization of the student or student’s child
 - D. emergency situations or death in the immediate family
4. Unexcused absences include: No show, no advance call to the instructor prior to class/clinical

5. Any student missing a credit class for 15% of the class contact hours *may* be officially and immediately dropped by his/her instructor. For example: a student in a three credit hour class which meets 45 contact hours may be dropped after missing 7 hours. *If a student has decided to drop a course it is that student's responsibility to notify the professor and fill out the appropriate form. It cannot be assumed that the professor will automatically drop a student.* Exceptions may be made only in the case of unusual circumstances at the faculty's discretion.
6. Punctuality is **essential**. Students are expected to be in class by the designated time. This includes timely return to the class after designated break time. Tardiness may result in an unexcused dismissal from class. Once class has begun, the student will not be allowed to enter the classroom to avoid disruption. The student may enter the classroom if a break is provided.
7. Exams will start as scheduled. Once an exam has begun, the student will not be allowed to enter the classroom.

E. PROBATION/SUSPENSION/DISMISSAL--Refer to TSJC Student Handbook

F. ACADEMIC STANDING AND GRADING

1. Each student should check on their current grade periodically and see if there are any missing assignments.
2. A grade of "D" must be attained in all courses in order to receive course credit for the degree/certificate.
3. Test Taking:
 - a. All exams should be completed on the scheduled date to avoid a possible zero (0) for not completing an exam.
 - b. Makeup exams will be at the discretion of the professor and will be stated in the course syllabi.

4. Grading Scale

94 – 100	A
87 – 93	B
80 – 86	C
70– 79	D
Below 70	F

G. STUDENT'S GRIEVANCE PROCEDURE--Refer to TSJC Student Handbook

H. COUNSELING-TUTORING:

Counseling and individual conferences will be provided on a continuing basis by the faculty.

1. Tutoring may be recommended by the faculty.

2. If further assistance is required, please contact TSJC Student Success Center at 719-589-7088.
3. The student may be assisted in basic study skills by the Learning Resource Center.
4. Counseling is available at all campuses, per student or faculty request.

I. PERSONAL RESPONSIBILITY

1. *Appointments*: Personal appointments must be arranged after class times.
2. *Cell Phones/Pagers*
 - a. Office phones will **NOT** be used for personal calls.
 - b. Please set your cell phone to Silent Mode while in class/computer labs. Please let family and friends know your schedule and that you should NOT be disturbed unless it is an emergency. In such case, please go into the hallway to take your call. Faculty reserve the right to ban cell phones from their classes if they become a source of disruption or other problem for the class.

3. *Transportation*

It is the student's responsibility to have a reliable source of transportation. Transportation to and from the campus facility is the student's responsibility.

