



OFFICE ADMINISTRATION TECHNOLOGY - OSS

Delaware Technical & Community College • www.dtcc.edu/connecteddegree



An opportunity to gain an associate degree from Delaware Tech and a bachelor's degree from Wilmington University.

THEORY & PRACTICE...

The Office Software Specialist option gives you the opportunity to stay current with new business technology trends even when managing life's responsibilities is challenging. This option offers a way to earn an associate degree completely **online** for busy students who are juggling family, work, and college. The program emphasizes the skills required to provide technological and administrative support to management and coworkers in an office environment. You will receive an affordable, flexible, and personalized experience with the support you need while working toward your degree. Classes are offered day, evening, and online. Employers actively seek Office Administration Technology graduates and the option to become Microsoft Office certified is a plus for an additional résumé inclusion.

SERIOUS SAVINGS...

The associate-bachelor's **connected degree program** lets you get the education you need at a cost you can afford. Tax dollars at work make it possible for Delaware Tech to have the lowest tuition rate in the state of Delaware. Use what you save to pay for the bachelor's degree program!

MAKING THE CONNECTION...

This information sheet shows you the courses needed to complete your associate degree at Delaware Tech and your bachelor's degree at Wilmington University. Call Delaware Tech and Wilmington University, visit the campuses, and let us help you plan the transition!

WHAT YOU CAN DO...



Associate Degree Career Opportunities:

Administrative Assistant for professional, manufacturing, and legal offices, government agencies, educational institutions, and private businesses

Bachelor's Degree Career Opportunities:

Recruitment Officer
 Personnel Manager
 Benefits Coordinator
 Union and Labor Relations Director
 Training and Development Coordinator
 Interviewing Counselor

CONNECTED DEGREE



CONNECTED DEGREE CURRICULUM

Suggested Course Sequence

ASSOCIATE DEGREE Office Administration Technology - OSS			BACHELOR'S DEGREE Human Resources Management		
DELAWARE TECHNICAL & COMMUNITY COLLEGE			WILMINGTON UNIVERSITY		
CLASS	FIRST SEMESTER (fall)	CREDITS	CLASS	FIFTH SEMESTER (fall)	CREDITS
OAT122	Keyboarding Applications	4	HUM360	HWW: 3500 BCE-1650AD	3
MAT153	College Math & Statistics	4	BBM301	Organizational Behavior	3
CIS125	Windows Operating Systems	4	PSY315	Group Dynamics	3
SOC111	Sociology	3	BBM320	Business Communication	3
RDG120	Critical Reading & Thinking	3	MAT308	Humanities Elective	3
				Fundamentals of Statistics	3
	SECOND SEMESTER (spring)			SIXTH SEMESTER (spring)	
ENG121	Composition	3	HUM361	HWV: 1650 AD – Present	3
BUS101	Intro. To Business	3	HRM300	Collective Bargaining	3
ACC101	Accounting I	4	FIN305	Financial Management	3
OAT157	Word Level I	3	ENG111	Advanced Communication Skills	3
OAT159	PowerPoint	3	BMK305	Humanities Elective	3
				Marketing	3
	THIRD SEMESTER (fall)			SEVENTH SEMESTER (fall)	
ECO111	Macroeconomics	3	HRM320	Safety in the Workplace	3
ENG122	Technical Writing & Comm.	3	HRM311	Human Resource Mgmt.	3
OAT158	Word Level II	3	HRM305	Recruit/Staffing	3
OAT151	Access Level I	3	PHI319	Natural Science Elective	3
OAT152	Excel Level I	3		Business Ethics	3
	FOURTH SEMESTER (spring)			EIGHTH SEMESTER (spring)	
OAT154	Access Level II	3	HRM400	Legal Aspects/HRM	3
OAT155	Excel Level II	3	HRM405	Compensation Admin.	3
PSY121	General Psychology	3	BBM402	Bus. Policy/Decision Making	3
ETC212	Internet Literacy	3	HRM410	Training & Development	3
OAT242	Desktop Publishing	4	HRM312	Computer App. in Resource Mgmt.	3

RDG 120, Critical Reading and Thinking, will be a required DTCC course unless the student is exempt.

For more information contact:

Delaware Tech
Georgetown: 302-855-1677
Dover: 302-857-1772
Wilmington: 302-571-5312

Wilmington University
New Castle: 302-328-9401