

Office Administration Technology

Associate Degree • Delaware Technical & Community College • www.dtcc.edu

This program provides progressive technology and flexible scheduling of classes to learn the desktop application skills necessary in today's competitive office administration market. Classes are offered day, evening, and online. Numerous avenues for employment are available, and employers actively seek our graduates.

What You'll Learn...

- Microsoft Office application skills
- Management and organizational skills
- Communication skills

What You'll Earn...

- Eligibility to earn Microsoft certification
- Competitive salary opportunities
- Diversified employment opportunities in various specialized areas
- Strong employment status in competitive job market
- Opportunities for career advancement

Career Opportunities...

- Professional offices
- Manufacturing offices
- Government agencies
- Educational institutions
- Private business
- Hospitals
- Medical offices
- Legal offices

OFFICE ADMINISTRATION TECHNOLOGY

The associate degree Office Administration Technology program at the Owens Campus provides multiple learning opportunities through a balance of general education and computer software application courses. Classes are offered day, evening, and online. Opportunities to gain Microsoft Office Specialist certification are available.

By taking technical elective courses, students also may specialize in areas related to the medical profession, the legal field or information processing.

Students have the option of receiving a certificate in specialized courses, a two-semester diploma, or an A.A.S. degree, which would provide a foundation for continuation of higher education through articulation with baccalaureate degree programs.

PROGRAM FACTS

- Employment placement rate of 99 percent
- Accredited by the Association of Collegiate Business Schools and Programs (ACBSP)
- Articulation agreement with Wilmington University for a bachelor's degree in business management
- Many career opportunities available; employers actively seek our graduates
- Work experience credit available

PROGRAM EFFECTIVENESS

The program is committed to providing quality instruction that leads to successful entry into the market. Program effectiveness is continually measured through established outcomes assessment methods. Results from these measurements are used for continuous program improvement.

TRANSFER POSSIBILITIES

Contact the Career Resource Center, (302) 856-5400, Ext. 9510 for transfer possibilities.

DELAWARE TECH

Delaware Technical & Community College
Jack F. Owens Campus
P.O. Box 610
Georgetown, DE 19947
(302) 856-5400
www.dtcc.edu

REQUIRED TECHNICAL COURSES

- OAT 121 Keyboarding
- OAT 122 Keyboarding Applications
- OAT 131 Office Procedures
- OAT 132 Referencing & Transcription
- OAT 151 Access – Level I
- OAT 152 Excel – Level I
- OAT 157 Word – Level I
- OAT 158 Word – Level II
- OAT 240 Integrated Business Applications
- OAT 242 Desktop Publishing

OTHER COURSES

- ACC 101 Accounting I
- ENG 121 Composition
- ENG 122 Technical Writing & Communication
- MAT 153 College Math & Statistics
- PSY 121 General Psychology
- ECO 111 Macroeconomics
- OAT 154 Access – Level II
- OAT 155 Excel – Level II
- OAT 159 PowerPoint

HOW TO BEGIN –

1. Obtain, complete, and submit an Application for Admission with a \$10 non-refundable fee to the Admissions Office. Make check payable to Delaware Technical & Community College. Applications are available via the Web (www.dtcc.edu/admissions), by phone or mail, or from a high school counselor.
2. Develop a financial plan to identify resources, such as financial aid, SEED, and other scholarships, to help pay for college.
3. Request that your official high school, GED, and/or college transcript be sent immediately to the Admissions Office.
4. Participate in the college testing and placement program, if required. Official scores from SAT/ACT tests or previous college credit may satisfy this requirement.
5. Meet for advisement to begin an educational plan and select courses for registration.