

Office Administration

Office Software Specialist

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

Earn your degree in class or at home as this innovative program provides a completely online option. This associate degree program emphasizes development of software application skills related to word processing, spreadsheets, database management, and presentations. Many employment and career advancement opportunities are available to program graduates.

What You'll Learn...

- Desktop computer skills utilizing Microsoft Office applications
- Computer literacy, proficiency and skills enhancement
- Management and organizational skills

What You'll Earn...

- Eligibility to earn Microsoft certification
- Validation of skills recognized worldwide
- Strong employment status in a competitive job market
- Opportunities for career advancement

Career Opportunities...

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

Office Administration

OFFICE SOFTWARE SPECIALIST (OSS)

The associate degree Office Administration Technology program 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.

The Office Software Specialist option is a comprehensive program designed to validate desktop computer skills. OSS provides computer literacy, measures proficiency, improves productivity and identifies opportunities for skills enhancement.

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

PROGRAM FACTS

- Employment 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 human resources management or 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.

DELAWARE TECH

Delaware Technical & Community College
Jack F. Owens Campus
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Georgetown, DE 19947
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www.dtcc.edu

REQUIRED CORE COURSES

ECO 111 Macroeconomics
ENG 121 Composition
ENG 122 Technical Writing & Communications
MAT 153 College Math and Statistics
PSY 121 General Psychology

REQUIRED TECHNICAL COURSES

OAT 121 Keyboarding
OAT 122 Keyboarding Applications
OAT 151 Access Level I
OAT 152 Excel Level I
OAT 154 Access Level II
OAT 155 Excel Level II
OAT 157 Word Level I
OAT 158 Word Level II
OAT 159 PowerPoint
OAT 242 Desktop Publishing

REQUIRED SUPPORT COURSES

ACC 101 Accounting I
BUS 101 Introduction to Business
CIS 125 Windows Operating System
SOC 111 Sociology I
RDG 120 Critical Reading & Thinking

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.