

## *Business*

# Management Technology

www.dtcc.edu • Delaware Technical & Community College

*Business Management Technology will prepare you to handle supervisory level management positions in different types of organizational settings in all sectors of the business world. You will gain a broad-based knowledge of support fields such as accounting, law, computers, and communications. You will gain knowledge and skills in specific areas of management such as resource training and development, project management, organizational behavior, and strategy development.*

### **What You'll Learn...**

- How to apply management principles to many different business situations
- Management functions of planning, organizing, leading, staffing and control
- Systematic methods for management decision making
- Accounting, computer and information management systems skills
- Oral and written communication skills
- Additional knowledge, skills, and abilities essential to your success on the job

### **What You'll Earn...**

- A foundation of business knowledge and skills applicable to most career areas
- The background to move into a supervisory, management or administrative position
- A multitude of career possibilities, including business analysis, budget and cost control, human resources and project management
- Potential for promotion in your present organization
- The possibility of unlimited advancement and financial reward

### **Why You'll Succeed...**

- More than half of all jobs require education beyond high school
- Employees with degrees tend to be more eligible for promotion\*
- Associate degree holders generally earn more than high school graduates\*
- College credit may be awarded for relevant work experience
- Many credits from an Associate Degree may be applied toward a Bachelor Degree

*\*Statistics from U.S. Department of Commerce, Bureau of Census*

# Management Technology

Management Technology courses are offered day and evening and most are offered using online and other distance education formats. The Business Department has earned national accreditation from the Association of Collegiate Business Schools and Programs (ACBSP), which sends a clear signal to potential employers that you have completed a high quality business program. Many students and graduates use their employer's tuition reimbursement programs to continue their education in business.

You can enroll in Management Technology on either a full-time or part-time basis. The length of time required to complete an Associate Degree depends on the number of courses you take each semester. Some students may need refresher courses at the basic or pre-tech level; others may receive transfer credit or credit for work experience. Delaware Tech operates on a semester system with new terms beginning in late August and mid-January, plus summer terms beginning at the end of May and in mid-June. You can start taking courses any semester or summer term; however, all technical courses may not be offered every term.

## Core Courses

Courses	Credits
ECO 111    Macroeconomics .....	3
ECO 122    Microeconomics .....	3
ENG 121    Composition.....	3
or	
ENG 125    Honors Composition .....	3
ENG 122    Technical Writing & Communication.....	3
or	
ENG 130    Honors Technical Writing & Communication .....	3
MAT 153    College Math & Statistics .....	4

## Technical Support/Computer Courses

Courses	Credits
CIS 107    Introduction to Computers & Application .....	3
CIS 112    Spreadsheet/Graphics Proc.....	3
ENG 160    Business Communication .....	3
or	
ENG 124    Oral Communications .....	3
MAT 255    Business Statistics I.....	3

PSY 219    Organizational Behavior .....	3
or	
OMT 230    Project Management.....	3

## Technical Courses

Courses	Credits
ACC 101    Accounting I.....	4
ACC 112    Accounting II.....	4
ACC 213    Managerial Accounting .....	3
BUS 101    Introduction to Business.....	3
HRM 222    Employment Law .....	3
HRM 224    Training & Development.....	3
MGT 212    Principles of Management .....	3
MGT 218    Small Business Management.....	3
MGT 231    Human Resource Management.....	3
MGT 261    Management Policy & Strategy.....	3
MIS 220    Management Information Systems.....	3

## Getting Started

1. Obtain an application by calling (302) 857-1020. Complete and return to the Terry Campus with a \$10 application fee.
2. Take the College Placement Test (CPT) unless college-level math, reading, and English courses have been completed with a "C" grade or better. The CPT will determine appropriate placement and is scheduled by the Admissions Office.
3. Request that high school and/or college transcripts be sent to the Admissions Office.
4. Meet with a Delaware Tech counselor to discuss CPT results.
5. Meet with advisor to plan schedule.
6. Apply and register early for the best selection of courses.

## Standards of Excellence

- ❖ Average employment rate for the past five years is over 90%
- ❖ Nationally accredited program