

Business Administration Technology

Management Information Systems

www.dtcce.edu • Delaware Technical & Community College

The Management Information Systems Technology is a combination of academic and technical courses. Students are prepared for professional and technical careers in middle management, information technology, data processing, and network administration. The Management Information Systems Program is fully accredited by the Association of Collegiate Business Schools and Programs.

What You'll Learn...

- Applications of the Internet and World Wide Web as tools for electronic commerce in today's global business economy
- The accounting cycle for proprietorships, partnerships, and corporations
- Practice and principles of management and supervision
- Computer operating systems, programming and network administration
- Computer program language flow charting, testing, and debugging
- The basic concepts and functions of the free enterprise system
- Written and verbal technical communications
- Business decision making through the use of modern computer hardware and software

What You'll Earn...

- Credentials for entry-level, technical, and professional jobs with opportunity for advancement
- Employment in federal, state, and local governments; small, medium, and large businesses; and colleges, hospitals, and non-profit organizations
- A strong foundation in business and computer courses to transfer to many bachelor degree-granting institutions

Why You'll Succeed...

- More than half of all new jobs created require education beyond high school
- Employees with degrees tend to have a better chance for promotion*
- Associate degree holders generally earn more than high school graduates*
- College credit or advanced placement may be given for relevant work experience
- Many credits from an associate degree can be applied toward a bachelor degree

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

Management Information Systems

You can enroll in the Management Information Systems 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. Degree options in Accounting, Banking, Business General, Human Resource Management, and Management & Marketing are also available.

Required Technical Courses

Accounting I & II introduce the principles and practice of financial accounting for the sole proprietorship, partnership, and corporation including the accounting cycle, preparation and analysis of financial statements, capital structure, cash flow, debt problems, and selected topics.

Introduction to Programming lays the foundation for programming algorithms, flowcharting, documentation, testing, and debugging.

Operating Systems covers the OS/400 operation and maintenance of personal and multi-user computers.

Network Administration covers the complete package for installing, maintaining, and using a variety of computer local networks.

Microdatabase Programming uses Windows DBMS to create and maintain databases.

Systems Analysis & Design presents computer modeling concepts and design technology used in the analyses of business problems and the development of alternate solutions involving computers.

Human Resource Management concentrates on principles and problems that involve personnel functions such as recruitment, selection, training, motivation, and union-management relations.

Management Information Systems introduces students to computer systems at the management level of organizations. Topics include mainframe data bases, local and wide area networks, the Internet and World Wide Web, and their applications in today's global business organizations.

Related Courses

Macroeconomics
Microeconomics
Composition

College Math & Statistics
Technical Writing and Communication
Critical Reading and Thinking

Getting Started

1. Obtain an application by calling (302) 857-1020. Complete and return to 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