

OFFICE ADMINISTRATION TECHNOLOGY



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

YOUR PATH TO A BACHELOR'S DEGREE

Delaware Tech has established agreements with four-year colleges and universities that connect Delaware Tech associate degree programs with bachelor's degree programs to create smooth transfer opportunities for you. These Connected Degree programs enable you to complete your associate degree and then transfer to a four-year degree program as a junior.

THE CONNECTED DEGREE 2 + 2 CURRICULUM

Delaware Tech's associate degree program in Office Administration Technology offers students the opportunity to acquire a broad base of business and computer skills to enhance upward mobility. Software applications and office administration skills are the foundation of this program. Software certification opportunities are available. Graduates are prepared for the important role of office administration professional as well as to continue their education at the bachelor's degree level.

Wilmington University's Bachelor of Science degree program in Business Management provides courses and business-related in-class experiences for students who intend to pursue careers in business management or apply to graduate school. Course offerings emphasize rigorous analysis of the concepts and principles that are basic to an understanding of the management field. Course work relates theories and ideas to the operating practices and policies of business organizations.

VALUE FOR YOU

By completing your associate degree at Delaware Tech, you'll receive excellent instruction in small classes at a campus close to home. Delaware Tech's affordable tuition can reduce the overall cost of your college education, making the completion of your bachelor's degree more manageable.

MAKING THE CONNECTION

Refer to the Connected Degree curriculum (on the reverse side of this page) for the sequence of courses needed to complete this program. Call Delaware Tech and let us help you follow the path to your bachelor's degree.



CONNECTED DEGREE CURRICULUM

Suggested Course Sequence

ASSOCIATE DEGREE Office Administration Technology DELAWARE TECHNICAL & COMMUNITY COLLEGE			CR	BACHELOR'S DEGREE Business Management WILMINGTON UNIVERSITY			CR
FIRST SEMESTER (FALL)				FIFTH SEMESTER (FALL)			
ENG	121	Composition	3	BBM	201	Principles of Management	3
MAT	153	College Math & Statistics*	4	MAT	102	College Math II	3
OAT	121	Keyboarding	4	SCI	XXX	Natural Science Elective**	3
ECO	111	Macroeconomics*	3	BMK	305	Marketing	3
			14				12
SECOND SEMESTER (SPRING)				SIXTH SEMESTER (SPRING)			
OAT	122	Keyboarding Applications	4	BBM	301	Organizational Behavior	3
OAT	131	Office Systems & Procedures	3	BBM	315	Supervisory Management	3
OAT	132	Referencing and Transcription	3	BBM	320	Business Communications	3
OAT	157	Word Level I	3	BBM	350	Intro to E-Commerce	3
OAT	159	PowerPoint	3	HRM	311	Human Resource Management	3
			16				15
THIRD SEMESTER (FALL)				SEVENTH SEMESTER (SUMMER)			
ACC	101	Accounting I	4	BBM	351	Small Business Management	3
ENG	122	Technical Writing/Communication	3	BBM	411	Operations & Systems Management	3
OAT	158	Word Level II	3	HRM	310	Organizational Development	3
OAT	151	Access Level I	3	MAT	308	Inferential Statistics	3
OAT	152	Excel Level I	3				
			16				12
FOURTH SEMESTER (SPRING)				EIGHTH SEMESTER (FALL)			
OAT	240	Integrated Business Applications	3	BBM	370	Global Business Management	3
OAT	242	Desktop Publishing	4	FIN	305	Financial Management	3
ECO	122	Microeconomics* (Technology Elective)	3	MIS	320	Management Information Systems	3
SPA	136	Spanish Communication I*	4	BLA	303	Legal & Ethical Environment of Business	3
ACC	112	Accounting II* (Technology Elective)	4				
			18				12
				NINTH SEMESTER (SPRING)			
				HRM	350	International HRM	3
				BBM	402	Strategic Management	3
*Students should take this course for transfer to Wilmington University.				FIN	306	Corporate Finance	3
							9
				**Select electives with advisor approval.			
				Courses remaining for bachelor's degree completion are based on course selection at the associate degree level.			

- Course sequencing may vary by semester. See your advisor.
- RDG 120, Critical Reading and Thinking, is a required DTCC course unless the student is exempt.

For more information contact:

Delaware Tech

Dover, Delaware: (302) 857-1772
Georgetown, Delaware: (302) 855-1677
Wilmington, Delaware: (302) 571-5312

Wilmington University

Dover, Delaware: (302) 734-2594
Georgetown, Delaware: (302) 856-5780
New Castle, Delaware: (877) 967-5464

This articulation agreement is subject to change based on Delaware Tech and senior institution curriculum changes. 11/2009