

Office Administration Technology

Office Administration

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The Office Administration Technology offers a flexible program leading to the Associate in Applied Science degree. While secretarial and office administration skills are still the foundation of this program, the elective structure allows the student to acquire a broad base of business and computer skills to enhance upward mobility. Students may enter the A.A.S. degree directly, or they may elect to complete a certificate and diploma program first. Courses completed for the certificate and diploma may then be applied to the requirements for the A.A.S. degree.

What You'll Learn...

- Basic office procedures
- Computer keyboarding
- Computer/software skills including word processing, spreadsheets, databases, and desktop publishing
- Machine transcription skills
- Records/information management skills
- Communication, interpersonal, management and organizational skills

What You'll Earn...

- A competitive salary with good opportunity for advancement
- Employment opportunities in federal, state, and local government agencies; small, medium, and large businesses; colleges, hospitals, and other nonprofit organizations
- The background needed to receive office proficiency certification and/or become a Certified Professional Secretary as well as a preparation for becoming Microsoft Office User Specialist (MOUS) certified

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
- Degree graduates can generally transfer their credits to other colleges and universities to continue their studies

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

Office Administration

You can enroll in the Office Administration 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. Students completing this degree may be eligible to take the Microsoft User Specialist (MOUS) certification tests in an authorized Prometric Testing Center.

Required Technical Courses

Keyboarding enables the student to master the keyboard by touch and learn to produce letters, envelopes, memorandums, reports, outlines, rough drafts, and tables.

Keyboarding Applications is designed to increase students' speed and accuracy; students will apply these skills to producing mailable documents.

Access Level I includes managing the creation, protection, storage, and disposition of business records.

Office Systems and Procedures presents imaging; handling incoming and outgoing mail; postal and shipping services; telecommunications; planning meetings and conferences; collecting, processing, and presenting business data; handling financial statements; and creating the professional image of an office employee.

Word Level I covers the principles, purposes, languages, and equipment used in word processing and its implementation

in the office.

Automated Office Practice is a capstone course designed to give students an opportunity to apply in-depth knowledge of word processing, graphics, databases, spreadsheets, calendaring, and various methods of automated communications.

Word Level II teaches applications in formatting, editing, storing, retrieving, merging, and graphics presentation.

Referencing and Transcription provides students with referencing skills as well as proofreading, editing, and formatting skills and procedures.

Desktop Publishing covers computer-aided publishing, the combining of text and graphics into a final visual publication using design and layout software.

Related Courses

College Math and Statistics
Composition
Technical Writing & Communication
Introduction to Business

Technical Electives
Macroeconomics
General Psychology
Accounting I

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

- ❖ Students in this technology can participate in the International Association of Administrative Personnel Organization to enhance preparation as future office professionals
- ❖ Microsoft Office Specialist (MOS) certified instructor