

Business Administration Technology

Business/General

www.dtcc.edu • Delaware Technical & Community College

Business/General is tailored to individual students and combines studies in a non-business technology with a basic core of business courses. This blending of knowledge and skills from two technical areas affords the student a unique preparation for professional and technical careers that require basic knowledge in accounting, management, and marketing plus specialized skills in one other non-business technical area. The Business/General program is fully accredited by the Association of Collegiate Business Schools and Programs.

What You'll Learn...

- The accounting cycle for proprietorships, partnerships, and corporations
- Practice and principles of management and supervision
- Practice and principles of marketing
- The operations of the commercial and central banking system
- The basic functions of the American business system
- Micro and macro economic principles that influence business decisions
- Business applications of the microcomputer
- Written and verbal technical communications
- The basic principles and processes involved in one other non-business technology

What You'll Earn...

- Credentials in two technical areas for entry-level, technical, and professional jobs with opportunity for advancement
- Employment in federal, state, and local government; small, medium, and large businesses; colleges, hospitals and other non-profit organizations

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

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

Business/General

You can enroll in Business/General 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. Diploma and Certificate programs are also available in this technology.

Required Technical Courses

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

Introduction to Business is a survey of business functions including forms of business ownership, business environments, ethics, management, personnel, production, marketing, financial markets, and basic accounting.

Principles of Management studies the systemized body of management principles including planning, organizing, staffing, directing, and controlling; explores strategies to deal with internal and external environmental forces.

Principles of Marketing presents basic marketing principles that affect both consumer and industrial markets including marketing mix, pricing techniques, the effect of supply and demand, channels of distribution, marketing research, and government regulation.

Money and Banking introduces the commercial and central banking system. Topics include: effect of changes in the money supply and interest rates on the economy.

The student will select six additional courses from Business Technologies' departments and an additional four courses from one other non-business technical area of specialization.

Related Courses

Macroeconomics
Composition
Technical Writing & Communication

College Math & Statistics
Introduction to Computers & Applications
Microeconomics

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.
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