

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 administrative support 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 Specialist (MOS) 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 Office Specialist (MOS) certification tests in an authorized Prometric Testing Center.

CORE COURSES

Courses	Credits
ENG 121 Composition.....	3
or	
ENG 125 Honors Composition	3
ENG 122 Technical Writing & Communication	3
or	
ENG 130 Honors Technical Writing & Comunication ...	3
MAT 150 Business Mathematics	3
or	
MAT 153 College Math & Statistics	4
or	
MAT 155 Mathematics of Finance	3
COM 111 Human Communications.....	3
or	
ECO 111 Macroeconomics	3
or	
ECO 122 Microeconomics	3
PSY 121 General Psychology	3
or	
SOC 111 Sociology I.....	3
or	
SPA 136 Spanish Communications I	4

TECHNICAL SUPPORT/COMPUTER COURSES

Courses	Credits
ACC 100 Introduction to Accounting	3
or	
ACC 101 Accounting I.....	4
OAT 152 Excel Level I.....	3

Select two (2) additional courses with Advisor approval.

TECHNICAL COURSES

Courses	Credits
OAT 121 Keyboarding.....	4
OAT 122 Keyboarding Applications	4
OAT 131 Office Systems & Procedures	3
OAT 132 Referencing and Transcription	3
OAT 151 Access Level I.....	3
OAT 157 Word Level I.....	3
OAT 158 Word Level II.....	3
OAT 159 Powerpoint.....	3
OAT 240 Integrated Business Applications	3
OAT 242 Desktop Publishing	4

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