OFFICE ADMINISTRATION, CERTIFICATE OF COMPETENCY (OAC)

The Office Administration Certificate is best suited for those who seek to develop both hard and soft skills essential to work efficiently and effectively in today's modern office environment. Participants will gain practical experience implementing Microsoft Office applications including Word, Excel, Access and Powerpoint on a Microsoft Windows platform. In addition to the practical aspects of this program, emphasis is placed upon preparing graduates for positions in professional and public sector employment. Upon completion of the certificate requirements, students will be able to continue their studies in pursuing an Associate in Applied Science degree in General Business (BGEN) (https://catalog.dccc.edu/academic-programs/programs-study/general-business-aas/).

In compliance with Title 34 Code of Federal Regulations 668.6 of the Higher Education Act of 2008, click here (http://extranet.dccc.edu/gainful-employment/OAC/Gedt.html) to obtain information about tuition and fees, and other information associated with Delaware County Community College Gainful Employment Programs.

Program Outcomes

Upon successful completion of this certificate, students should be able to:

- Communicate effectively and professionally implementing varied mediums (memorandums, letters, reports, presentations, spreadsheets, agendas, itineraries, electronic communication) using integrated office productivity software.
- Employ ethical practices, professional etiquette and critical thinking to solve problems that arise in a contemporary office environment.
- Search and evaluate information in a variety of platforms.
- Use effective interpersonal skills to assist the completion of individual and team tasks.
- Demonstrate an understanding of various careers in business.

Curriculum

The College will award a certificate of competency to students who complete an approved credit-bearing career program that requires less than 30 credits. General education courses may not be required for programs that have less than 30 credits. The student must have a cumulative GPA of 2.0 or higher. At least six credit hours must be in courses that are awarded grade points.

Course	Title	Hours
First Semester		
ENG 100	English Composition I	3
BUS 100	Introduction to Business	3
DPR 100	Introduction to Information Technology	3
DPR 111	Computer Applications	3
	Hours	12
Second Semester		
BUS 130	Business Communication	3
ACC/BUS/CS/DPR Elective		3
	Hours	6
	Total Hours	18