

DELTA-MONTROSE TECHNICAL COLLEGE

Business

The Business department provides courses to prepare graduates to be responsible for the day-to-day operations of today's technology-driven workplace. In the **Office Support Specialist** program students will learn to perform routine clerical and administrative functions such as organizing and maintaining paper and electronic files, handling information requests, preparing correspondence, receiving visitors, scheduling appointments, basic manual and computerized bookkeeping, and planning meetings. They will also be skilled in the use of Microsoft Office products for preparing professional documents; organizing numerical information and preparing reports and charts using spreadsheets; creating and managing a database; producing professional multimedia presentations; and designing publications for print and electronic communication.

Success in business occupations requires not only strong technical skills, but also strong personal and professional skills. Important qualities for a career in business include being careful, orderly, and detail-oriented, discreet, and trustworthy. Individuals also need good organization skills and an ability to work independently. Good customer service, communication, and interpersonal skills are also important. An ability to be adaptable and versatile are also essential in a rapidly changing business world.

Training in business can help prepare individuals for a variety of related career opportunities such as:

Occupation	Entry Level Wages	Projected Annual Growth
Bookkeeping, Accounting, and Auditing Clerks	\$20,774.00	1.93%
Executive Secretaries and Administrative Assistants	\$31,866.00	.74%*
Office and Administrative Support Occupations	\$20,176.00	1.23%
Receptionists and Information Clerks	\$20,867.00	1.35%
Word Processors and Typists	\$23,370.00*	-.95%*

Western Colorado Data from Colorado Department of Labor and Employment Occupational Employment Statistics Survey 2015. An * indicates the data is for the entire state.

Office Support Specialist

Course	Title	Credits
ACC101	Fundamentals of Accounting	3
ACC125	Computerized Accounting	3
BTE102	Keyboarding Applications I	2
BTE120	Intro to Business Practices	3
BUS117	Business Writing	1
BUS118	Business Survival Skills	3
BUS121	Basic Workplace Skills	1
BUS182	Internship	2
CIS118	Intro to PC Applications	3
CIS167	Desktop Publishing: Publisher	3
CIS218	Advanced PC Applications	3
MAT112	Financial Mathematics	3

Total Certificate Credits 30

See Your High School Counselor to Register!

This program is offered through concurrent enrollment.

Students receive both high school and college credit for the courses.

Revised 5/12/17



We are an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, religion, sex, age, or disability, in our activities, programs, or employment practices as required by Title VI, Title IX, and Section 504. For further information regarding civil rights or grievance procedures, contact John Jones, Director, Delta-Montrose Technical College, 1765 US Hwy 50, Delta, Colorado 81416, (970) 874-7671, or the Office for Civil Rights, U.S. Department of Education, Federal Building, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582, phone (303) 844-5695, FAX (303) 844-4303; TDD (303) 844-3417, or Email OCR_Denver@ed.gov.

OFFICE SUPPORT SPECIALIST - CONCURRENT

Schedule

Individual course schedule varies. Enrollment requires instructor approval.
This program follows a revised DMTC Postsecondary Calendar.

Cost (all costs reflect 2017-18 program pricing and may change for 2018-19)

Course #	Course Name	Credits	Tuition and Fees	Books
ACC101	Fundamentals of Accounting	3	\$ 315.50	\$ 142.33
ACC125	Computerized Accounting	3	\$ 323.50	\$ 119.93
BTE102	Keyboarding Apps 1	2	\$ 222.50	
BTE120	Intro to Business Practices	3	\$ 325.50	
BUS117	Business Writing	1	\$ 119.50	
BUS118	Business Survival Skills	3	\$ 341.54	
BUS121	Basic Workplace Skills	1	\$ 119.50	
BUS182	Internship	2	\$ 212.50	
CIS118	Intro PC Applications	3	\$ 336.73	\$ 44.99
CIS167	Publisher	3	\$ 341.54	
CIS218	Advanced PC Applications	3	\$ 325.50	\$ 106.60
MAT112	Financial Mathematics	3	\$ 310.50	\$ 20.92

TABE Test 40.00

Book and supply costs do not include tax. All costs are subject to change without notice.

Admissions Requirements (must be completed prior to first day of class)

- Postsecondary Application
- Concurrent Enrollment
- Counselor/Parent Approval
- Copy of Driver License
- TABE Test
- High School transcript
- Purchase of book/supplies

Gainful Employment Report

Important information about educational debt, earnings, and completion rates of students who attend this program can be found on our website at www.dmtc.edu.

SOC Code 43-0000/**CIP Code** 52-0401

Median Loan Debt Title IV None

For privacy reasons median loan debt amounts are not disclosed for programs with fewer than 10 students during the award year. Loan information from EdExpress financial aid data for 2015-16.

**New certificate with no enrollment in 2015-16
Completion, Placement, and Licensure 2015-16**

Program Completers:
Completion Rate:
Job Placement Rate:
Licensure Exam Pass Rate:

Next Step

Education

Associate or Bachelor's degree program at two- or four-year college.

Office Support Specialist - Concurrent is a college program at Delta-Montrose Technical College. Students earn college credits from DMTC and high school credits from their home high school. Enrollment may be done only through the high school counselors.