

## **BUSINESS - OFFICE PROFESSIONAL**

### **Diploma, 30 Credit Hours, 9-Month Program**

An Office Professional Diploma will prepare students for a career as an office manager or an executive assistant. Students will learn technical and professional skills through a variety of courses including written and oral communications, customer service, professional development, and project management. Students will also obtain computer skills with the latest software.

This diploma is available through classes on campus, online, or a combination of both.

<b>Course</b>	<b>No.</b>	<b>Course Title</b>	<b>Credits</b>
<b>General Education Requirements</b>			
CIS	105	MICROCOMPUTER SOFTWARE APPLICATIONS I	3
MATH	112	BUSINESS MATHEMATICS*	
PSYC	101	GENERAL PSYCHOLOGY	3
<b>Total</b>			<b>9</b>
<b>Technical Requirements</b>			
ACCT	120	PRINIPLES OF ACCOUNTING I	3
ACCT	228	QUICKBOOKS ACCOUNTING	3
BUS	141	WRITTEN COMMUNICATIONS FOR BUSINESS	3
BUS	162	PROJECT MANAGEMENT	3
BUS	210	SUPERVISORY MANAGEMENT	3
BUS	224	PERSONAL FINANCE	3
BUS	241	ADVANCED COMPUTER APPLICATIONS FOR BUSINESS	3
<b>Total</b>			<b>21</b>

\*Prerequisite: Acceptable ACCUPLACER score or Basic Math.

### **Semester Breakdown**

<b>First Semester</b>			<b>Second Semester</b>		
		<b>CR</b>			<b>CR</b>
ACCT 120	Principles of Accounting I	3	ACCT 228	QuickBooks Accounting	3
BUS 210	Supervisory Management	3	BUS 141	Written Communications for Business	3
BUS 224	Personal Finance	3	BUS 162	Project Management	3
CIS 105	Microcomputer Software Applications I	3	BUS 241	Advanced Computer Applications for Business	3
MATH 112	Business Mathematics	3	PSYC 101	General Psychology	3
<b>Total Credit Hours</b>		<b>15</b>	<b>Total Credit Hours</b>		<b>15</b>