

# WESTERN DAKOTA TECH

## 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.

Course	No.	Course Title	Credits
<b>General Education Requirements</b>			
CIS	105	MICROCOMPUTER SOFTWARE APPLICATIONS I	3
MATH	112	BUSINESS MATHEMATICS*	3
PSYC	101	GENERAL PSYCHOLOGY	3
<b>Total</b>			<b>9</b>
<b>Technical Requirements</b>			
ACCT	120	PRINCIPLES 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.

\*\*Prerequisite: Acceptable AACUPLACER score or Basic Writing.

\*\*BUS 141 meets the diploma program requirement for 3 credits in communications.

### Semester Breakdown Diploma

First Semester			Second Semester		
		CR			CR
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>

2022-2023 Academic Catalog - 5/2022

Apply online today at [wdt.edu](http://wdt.edu) or call Admissions Department at (605)718-2565 or email [admissions@wdt.edu](mailto:admissions@wdt.edu)

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