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 degree is available 100% online or with a combination of on campus or online classes.

Course	No.	Course Title	Credits
		General Education Requirements	
CSC	105	MICROCOMPUTER SOFTWARE APPLICATIONS I	3
MATH	112	BUSINESS MATHEMATICS*	3
PSYC	101	GENERAL PSYCHOLOGY	3
		Total	**9**
		Technical Requirements	
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
		Total	**21**

*Prerequisite: Acceptable ACCUPLACER score.
**Prerequisite: Acceptable ACCUPLACER score or Basic Writing.
**BUS 141 meets the diploma program requirement for 3 credits in communications.

Semester Breakdown Diploma

	First Semester	CR		Second Semester	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
CSC 105	Microcomputer Software Applications I	3	BUS 241	Advanced Computer Applications for Business	3
MATH 112	Business Mathematics	3	PSYC 101	General Psychology	3
	Total Credit Hours	**15**		**Total Credit Hours**	**15**

Apply online today at wdt.edu or call Admissions Department at (605) 718-2565 or email admissions@wdt.edu

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