

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
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 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
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

2023-2024 Academic Catalog – 4/2023

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

Learn. Do. Now.