

**OFFICE ADMINISTRATION
ASSOCIATE of APPLIED SCIENCE
University of Arkansas – Fort Smith**

2003/2004 Catalog
Program Plan

Assessment scores (ACT or COMPASS), required of all first-time entering students without previous college work, are used to determine skill readiness to be successful in college-level work. College Preparatory courses may not transfer or apply to graduation requirements. All college preparatory work should be completed within the first 30 hours.

READ 0503 0513	ENGL 0153 0163	MATH 0093 0233 1203 or equivalents
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IDS 1203 is required of first-time full-time students.

AAS REQUIREMENTS

Course	Pre or Co Requisites	Hrs
OFAD 1223 Intermediate Keyboarding	Pre OFAD 1203 or pretest placement (40 wpm)	3
ENGL 1203 Freshman English I	Pre placement or ENGL 0163	3
BUGE 1204 Business Math or MATH 1403 College Algebra	Pre placement or MATH 0233 Pre placement or MATH 1203	4/ 3
BUGE 1403 Integrated PC Applications		3
Course from Selected Option	See reverse	2-4
ENGL 1223 Technical Composition	Pre ENGL 1203	3
OFAD 1353 Word Processing Operations I	Pre BUGE 1403 or consent Pre or Co OFAD 1223 or consent	3
OFAD 2151 Records Management		1
OFAD 2723 Advanced Keyboarding	OFAD 1223 or pretest placement	3
OFAD 2822 Electronic Calculators		2
Course from Selected Option	See reverse	2-4
BUGE 2003 Legal Environment of Bus	Pre soph status	3
ACCT 2803 Principles of Accounting I or OFAD 1403 General Bookkeeping	Pre soph status	3
ECON 2003 Basic Economic Theory or ECON 2803 Principles of Microeconomics	Pre soph status Pre soph status and MATH 1403 or placement	3
Course from Selected Option	See reverse	2-4
Social or Behavioral Science elective		3
OFAD 2413 Machine Transcription	Pre OFAD 1353	3
OFAD 2923 Office Procedures	Pre soph status and OFAD 1353	3
BUGE 2913 Business Success & Ethics	Pre soph status	3
OFAD 2863 Office Communications	Pre ENGL 1203 and OFAD 1203	3
Course from Selected Option	See reverse	2-4

Total Hours 60/61

Select one Option A minimum of 12 hours is needed of optional courses

Word Processing Option (Major Code 0531)

	OFAD 1343 Office Admin Mgmt			
	OFAD 2343 Word Processing Operations II	Pre OFAD 1353 or consent		
	OFAD 2353 Word Processing Advanced Applications	Pre OFAD 2343 or consent		
	Word Processing computer electives 2 hrs			
	Computer elective 1 hr			

Bookkeeping Option (Major Code 0533)

	OFAD 1513 General Bookkeeping II	Pre OFAD 1403 or ACCT 2803		
	ACCT 2853 Computer Apps in Acct	Pre ACCT 2803 or OFAD 1403 & computer proficiency		
	BUGE 1901 General Business Work-Based Learning	Pre consent		
	Word Processing Computer Electives 2 hrs			
	Computer Elective 1 hr			

Medical Option (Major Code 0532)

	BIOL 1434 Basic Anatomy & Physiology			
	HLTH 1473 Medical Terminology			
	OFAD 2513 Medical Transcription	Pre OFAD 2413, BIOL 1434 and HLTH 1473		
	OFAD 2843 Insurance Procedures for the Medical Office	Pre OFAD 2822 and 1353		

The technical courses are not intended to transfer to a 4-year institution, although some of the individual courses may be transferable.