

## AAS-Office Management Technology-Office Management Option

IDN: \_\_\_\_\_ Printed Name: \_\_\_\_\_

**Major Code: 4105 Concentration Code: C040**

This degree is not available in a guaranteed 8-semester plan for qualified freshmen. See your advisor to declare your major and sign an official degree plan. The prerequisites and corequisites of the degree requirements are subject to change.

Freshman Year-Fall Semester: 15 hours				Freshman Year-Spring Semester: 16 hours			
Hrs	Courses	Notes	Grade	Hrs	Courses	Notes	Grade
3	ITA 1003 Computer Applications for the Knowledge Worker	2		3	MATH 1403 College Algebra or higher		
3	LEGL 1043 Introduction to Law	2		3	OMT 1703 Advanced Computer Applications	2	
3	OMT 1203 Introduction to Office Management	2		3	SPCH 1203 Introduction to Speech Communication		
3	English composition requirement	1		4	WFL 1374 Human Relations and Interpersonal Development	2	
3	Social sciences requirement	1		3	English composition requirement	1	
Sophomore Year Fall Semester: 15 hours				Sophomore Year Spring Semester: 14 hours			
Hrs	Courses	Notes	Grade	Hrs	Courses	Notes	Grade
2	LEGL 2162 Employment Law	2		3	OMT 2243 Strategic Personnel Development	2	
4	OMT 2344 Office Communication Essentials	2		3	OMT 2923 Integrated Office Procedures Project	2	
3	WFL 2413 Project Management	2		3	OMT 2983 Emerging Office Technologies	2	
3	WFL 2503 Fundamentals of Finance and Accounting for Non-Financial Managers	2		4	Lab science requirement	1	
3	Required electives	2 & 3		1	FIN 1521 Personal Finance Applications	4	

**Total Hours: 60**

NOTES
1: General Education Core Requirements, see Graduation Requirements section of this catalog. Follow requirements with the following stipulations: social sciences- select one course from PSYC 1163, SOCI 2753, or POLS 2753; lab sciences- select one course.
2: These courses are used to determine major courses in residency, see Graduation Requirements. Student must maintain a 2.25 GPA in these courses.
3. Select three credit hours from the following: LEGL 2133, LEGL 2723, OMT 1653, LEGL 2662, OMT 2843, OMT 2853, OMT 286V, OMT 290V, or OMT 299V.
4: Prior to graduation students must demonstrate competency in financial literacy by satisfactory completion of FIN 1521 Personal Finance Applications (or an approved substitution) with a grade of C or better, or by a score of 70% or more on a challenge exam for FIN 1521.

**Transfer Course Information**

The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses within Arkansas public colleges and universities. Students are guaranteed the transfer of applicable credits and the equitable treatment of the application of credits for the admissions and degree requirements. Courses transferability is not guaranteed for courses listed in ACTS as "No Comparable Courses." ACTS-Arkansas Course Transfer System <http://acts.adhe.edu> -select Course Transfer. See Acceptance of Transfer Credits section of the current academic catalog for a complete list of transfer provisions.

**Student Degree Program Requirements**

A student’s degree program requirements are those specified in the catalog in effect at the time of declaration of program major. Students must meet the above program requirements and the graduation requirements as indicated by institutional and college policy. The program can be changed only with the approval of the official advisor. If original courses are eliminated, students may be required to meet new curriculum requirements in the degree program. If students are not enrolled for two or more consecutive terms (excluding summer terms), they must re-enter under the program requirements of the current catalog. Students are responsible for understanding program requirements and changes. This document is not official until signed and dated by both the student and an authorized university representative.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_