

IDN: \_\_\_\_\_

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

**AAS-OMT-Office Management-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.*

MATH/ENGL prerequisite/co-requisite courses if student does not meet placement requirements:

**Prerequisites:** ENGL0263 \_\_\_\_\_ MATH 0233 \_\_\_\_\_ MATH 0304 \_\_\_\_\_ **Corequisites:** ENGL 0201 \_\_\_\_\_ MATH 0301 \_\_\_\_\_

**FIRST SEMESTER – 15 hours**

**Courses**

|   |         |        |             |
|---|---------|--------|-------------|
| ITA 1003 Computer Applications for the Knowledge Worker | 3 Hours | Note 2 | Grade _____ |
| LEGL 1043 Introduction to Law                           | 3 Hours | Note 2 | Grade _____ |
| OMT 1203 Introduction to Office Management              | 3 Hours | Note 2 | Grade _____ |
| English Composition requirement                         | 3 Hours | Note 1 | Grade _____ |
| Social Sciences requirement                             | 3 Hours | Note 1 | Grade _____ |

**SECOND SEMESTER – 15 hours**

**Courses**

|  |         |            |             |
|--|---------|------------|-------------|
| OMT 1703 Advanced Computer Applications        | 3 Hours | Note 2     | Grade _____ |
| SPCH 1203 Introduction to Speech Communication | 3 Hours |            | Grade _____ |
| English Composition requirement                | 3 Hours | Note 1     | Grade _____ |
| Mathematics requirement                        | 3 Hours | Note 1     | Grade _____ |
| Required elective                              | 3 Hours | Note 2 & 3 | Grade _____ |

**THIRD SEMESTER – 14 hours**

**Courses**

|  |         |        |             |
|--|---------|--------|-------------|
| FIN 1521 Personal Finance Applications   | 1 Hour  | Note 5 | Grade _____ |
| LEGL 2162 Employment Law                 | 2 Hours | Note 2 | Grade _____ |
| OMT 1653 Employee Benefits               | 3 Hours | Note 2 | Grade _____ |
| OMT 2343 Office Communication Essentials | 3 Hours | Note 2 | Grade _____ |
| WFL 2413 Project Management              | 3 Hours | Note 2 | Grade _____ |
| Electives                                | 2 Hours | Note 4 | Grade _____ |

**FOURTH SEMESTER – 16 hours**

**Courses**

|   |         |            |             |
|---|---------|------------|-------------|
| OMT 2243 Strategic Personnel Development      | 3 Hours | Note 2     | Grade _____ |
| OMT 2923 Integrated Office Procedures Project | 3 Hours | Note 2     | Grade _____ |
| OMT 2983 Emerging Office Technologies         | 3 Hours | Note 2     | Grade _____ |
| Lab Science requirement                       | 4 Hours | Note 1     | Grade _____ |
| Required elective                             | 3 Hours | Note 2 & 3 | Grade _____ |

**Total Hours: 60**

**NOTES**

1. General Education Core Requirements, see Graduation Requirements section of this catalog. Follow requirements with the following stipulations: select one lab science; social sciences - select one course from PSYC 1163, SOCI 2753, or POLS 2753.
2. These courses are used to determine major courses in residency, see Graduation Requirements. Student must maintain a cumulative 2.25 GPA in these courses.
3. Required electives, six hours. Select from LEGL 2133, LEGL 2723, OMT 2843, OMT 2853, OMT 286V, OMT 290V, OMT 299V, WFL 1374, or WFL 2503.
4. Electives, two hours. May take electives or additional OMT courses.
5. Prior to graduation students must demonstrate competency in financial literacy by satisfactory completion of FIN 1521 (or 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 \_\_\_\_\_