IDN: _____          Printed Name: _____

## AAS-Office Management Technology-Major Code: 4105

Medical Office Professional Concentration Code: C011_____          Office Management 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:** MATH 0304 _____ **Corequisites:** ENGL 0201_____     ENGL 0202_____     MATH 0301 _____     MATH 0201_____

### FIRST SEMESTER – 15 hours

**Courses**

| | | | |
|---|---|---|---|
| ITA 1003 Computer Applications for the Knowledge Worker | 3 Hours | Note 2 | Grade_____ |
| OMT 1203 Introduction to Office Management | 3 Hours | Note 2 | Grade_____ |
| English Composition requirement | 3 Hours | Note 1 | Grade_____ |
| Mathematics requirement | 3 Hours | Note 1 | Grade_____ |
| Concentration requirement or elective | 3 Hours | Note 2, 3, & 4 | 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_____ |
| Social Sciences requirement | 3 Hours | Note 1 | Grade_____ |
| Concentration requirement or elective | 3 Hours | Note 2, 3, & 4 | Grade_____ |

### THIRD SEMESTER – 16 hours

**Courses**

| | | | |
|---|---|---|---|
| OMT 2343 Office Communication Essentials | 3 Hours | Note 2 | Grade_____ |
| Lab Science requirement | 4 Hours | Note 1 | Grade_____ |
| Concentration requirement | 3 Hours | Note 2 & 3 | Grade_____ |
| Concentration requirement | 3 Hours | Note 2 & 3 | Grade_____ |
| Elective | 3 Hours | Note 4 & 2 | Grade_____ |

### FOURTH SEMESTER – 14 hours

**Courses**

| | | | |
|---|---|---|---|
| FIN 1521 Personal Finance Applications | 1 Hour | Note 6 | Grade_____ |
| OMT 2923 Integrated Office Procedures Project | 3 Hours | Note 2 | Grade_____ |
| OMT 2983 Emerging Office Technologies | 3 Hours | Note 2 | Grade_____ |
| WFL 2733 Workplace Foundations | 3 Hours | Note 2 | Grade _____ |
| Concentration requirement | 3 Hours | Note 2 & 3 | Grade_____ |
| Elective | 1 Hour | Note 5 | Grade_____ |

**Total Hours: 60**

### NOTES

1. General Education Core Requirements, see Graduation Requirements section of this catalog.
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. Select a 12 hour concentration in one of the following – office management: OMT 1653, OMT 2243, WFL 1373, and OMT 286V; medical office: OMT 2843, OMT 2853, OMT 2863, and HLTH 1473
4. Select six elective hours from the following: HLTH 2953 (if taken through WATC), OMT 290V, OMT 299V, WFL 1173, WFL 2173, WFL 2413, WFL 2503, WFL 2703, and WFL 290V. Courses from one concentration can be used by the other for elective hours. Previous coursework may be used to meet elective requirements; otherwise, students are strongly recommended to satisfy electives from the list above. Consult with advisor.
5. Lower-level elective, one hour. May take an elective or additional OMT course.
6. 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

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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 _____