Office Management
Associate of Applied Science (A.A.S.)

Transfer Options
- Arkansas State University-Jonesboro
  - BAS Organizational Supervision
- Oklahoma State University Institute of Technology
  - Bachelor of Technology Applied Technical Leadership
- University of Arkansas-Fort Smith
  - Bachelor of Applied Science

Students develop computer and office skills to prepare for jobs in today's automated offices. Upon completion of the program, students will be able to operate a microcomputer and use word processing, database, spreadsheet, and desktop publishing software. Communication skills, workplace mathematics, and accounting techniques are also emphasized.

Program Goals
1. The Office Management Program will provide students with the reading, writing, and communication skills necessary for job entry.
2. The Office Management Program will provide students the knowledge of current office software.
3. The Office Management Program will provide students the knowledge of current financial principles and trends.

Program Learning Outcomes (PLOs)
PLO 1. Students will create business related documents.
PLO 2. Students will develop and deliver business-related presentations.
PLO 3. Students will complete training in word processing, spreadsheet, database, and presentation software.
PLO 4. Students will develop keyboarding speed and accuracy.
PLO 5. Students will apply learned skills to real-world scenarios.
PLO 6. Students will prepare basic financial data.
PLO 7. Students will learn fundamental accounting concepts.

General Information
- Developmental coursework may be required in addition to the courses required for this degree and/or certificate(s).
- A [P] indicates that a prerequisite is required before the course can be taken. Refer to the prerequisites table listed below the degree plan or the course description in the College Catalog to determine the prerequisite.

Developmental Coursework

Course Number	Course Title	Required	Enrolled	Completed
ENGL 0121	Composition I Lab	☐	☐	☐
MATH 0131	Mathematical Reasoning Lab	☐	☐	☐

Semester I (13 hours)

Course Number	ACTS#	Course Title	Enrolled	Completed
[1] ENGL 1113	ENGL 1013	Composition I [P1]	☐	☐
[1] MATH1063	MATH 1003	Math Reasoning	☐	☐
[1] MIS1003	CPSI 1013	Introduction to Computers	☐	☐
[1] OS 2283	N/A	Microsoft Word [P2]	☐	☐
GSTD 1021	N/A	Student Success I	☐	☐

Semester II (16 hours)

Course Number	ACTS#	Course Title	Enrolled	Completed
[1] BA 1103	N/A	Personal Finance [P3]	☐	☐
BA 2023	N/A	Introduction to Management [C1]	☐	☐
[1] CS 2223	N/A	Electronic Spreadsheet [C2]	☐	☐
[1] OS 1023	BUSI 1103	College Keyboarding [P4]	☐	☐
[1] OS 2233	N/A	Office Procedures [P5]	☐	☐
GSTD 1031	N/A	Student Success II	☐	☐

Semester III (16 hours)

Course Number	ACTS#	Course Title	Enrolled	Completed
ACCT 2003	ACCT 2003	Principles of Accounting I [C2]	☐	☐
BA 2223	BUSI 2013	Business Communications [P6]	☐	☐
CS 2043	N/A	Business Graphics	☐	☐
[1] OS 1143	N/A	Speed Building [P7]	☐	☐
GSTD 1041	N/A	Student Success III	☐	☐
Choose three (3) hours from these courses:				
ECON 2103	ECON 2203	☐ Principles of Microeconomics [P8]	☐	☐
ECON 2003	ECON 2103	☐ Principles of Macroeconomics [P8]		

Semester IV (15 hours)

Course Number	ACTS#	Course Title	Enrolled	Completed
ACCT 2103	ACCT 2013	Principles of Accounting II [P9]	☐	☐
CE 2403	N/A	Internship	☐	☐
GBUS 2003	BLAW 2003	Legal Environment of Business [C1]	☐	☐
OS 1113	N/A	Records & Database Management	☐	☐
OS 2113	N/A	Capstone Project [P10]	☐	☐

Total Credit Hours: 60

[1] Indicates Technical Certificate in **Office Software Specialist (27 hours)**.

General Requirements

- This degree requires successful completion of **60** credit hours.
- All degree-seeking students are required to take Student Success.
- A minimum 2.00 cumulative grade point average is required for graduation.
- Satisfaction of all financial obligations due to the college is required for graduation.

Residency Requirement

The student is required to complete a minimum of 15 semester hours in residence at SAU Tech for associate degrees and technical certificates and half of the credit hours required for certificates of proficiency as well as complete all other graduation requirements. Students who wish to pursue additional degrees must complete a minimum of 15 credit hours of difference between the degrees.

ACTS Course Numbers

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 equitable treatment in the application of credits for admissions and degree requirements. Go to http://acts.adhe.edu for more information.

PREREQUISITES

P1	Refer to the SAU Tech Placement Plan.
P2	OS1002-Intro to Keyboarding **OR** ability to type 25 wpm or greater.
P3	Eligible for or currently enrolled in MATH 1023.
P4	OS 1002-Intro to Keyboarding OR Ability to type 25 wpm.
P5	OS 0102-Intro to Keyboarding OR Ability to type 25 wpm AND ENGL 1113 or ENGL 1113 and ENGL 0121-Composition I Lab.
P6	ENGL 1113-Composition I.
P7	OS 1023-College Keyboarding and ability to type 50 wpm.
P8	MATH 1023-College Algebra OR MATH 1063-Math Reasoning.
P9	ACCT 2003-Principles of Accounting I.
P10	OS 2283, CS 2223, OS 1113 and MIS 2053.

CO-REQUISITES

C1	ENGL 1113 OR ENGL 1113 and ENGL 0121.
C2	MATH 1023 OR MATH 1023 and MATH 0121 OR MATH 1063.