

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.



DEGREE PLAN
2020-2021

Developmental Coursework

Course Number	Course Title
ENGL0121	Composition I Lab
MATH0131	Mathematical Reasoning Lab

Semester I (15 hours)

Course Number	ACTS#	Course Title
¹ ENGL1113	ENGL1013	Composition I [P2]
¹ MATH1063	MATH1003	Mathematical Reasoning [P2]
¹ MIS1003	CPSI100	Introduction to Computers
¹ OS1002	N/A	Introduction to Keyboarding
¹ OS2283	N/A	Microsoft Word [P3]
GSTD1021	N/A	Student Success I

Semester II (16 hours)

Course Number	ACTS#	Course Title
¹ BA1103	N/A	Personal Finance [P1]
BA2023	N/A	Introduction to Management [P8]
¹ CS2223	N/A	Electronic Spreadsheet [P4]
¹ OS1023	BUSI1103	College Keyboarding
¹ OS2233	N/A	Office Procedures [P3]
GSTD1031	N/A	Student Success II

Semester III (16 hours)

Course Number	ACTS#	Course Title
ACCT2003	ACCT2003	Principles of Accounting I [P5]
BA2223	BUSI2013	Business Communications [P8]
CS2043	N/A	Business Graphics [P4]
¹ OS1143	N/A	Speed Building [P6]
GSTD1041	N/A	Student Success III
<i>Choose three (3) hours from these courses:</i>		
ECON2103	ECON2203	Principles of Microeconomics [P8]
ECON2003	ECON2103	Principles of Macroeconomics [P7]

Semester IV (15 hours)

Course Number	ACTS#	Course Title
ACCT2103	ACCT2013	Principles of Accounting II [P11]
CE2403	N/A	Internship
GBUS2003	BLAW2003	Legal Environment of Business [P8]
OS1113	N/A	Records & Database Management [P9]
OS2113	N/A	Capstone Project [P10]

Total Credit Hours: 60

¹Indicates Technical Certificate in Office Software Specialist (29 hours).

General Requirements

- This degree requires successful completion of 62 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	ACT Math score of 12 or higher or comparable placement score on other exam OR Mathematical Reasoning.
P2	Refer to the SAU Tech Placement Plan.
P3	Eligible for ENGL1113-Composition I AND OS1002-Introduction to Keyboarding OR ability to type 25 wpm or greater.
P4	Eligible for ENGL1113-Composition I; Co-requisite: OS1002-Introduction to Keyboarding OR ability to type 25 wpm or greater.
P5	Eligible for ENGL1113-Composition I AND MATH1063 Mathematical Reasoning.
P6	OS1023-College Keyboarding.
P7	ENGL1113-Composition I AND MATH1063 Mathematical Reasoning.
P8	Eligible for ENGL1113-Composition I.
P9	OS2283-Microsoft Word or permission of instructor.
P10	OS2283-Microsoft Word, AND CS2223-Electronic Spreadsheet OR MIS2053-Business Information Systems.
P11	ACCT2003-Principles of Accounting I.