

Office Management

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

Transfer Options

- Arkansas State University-Jonesboro
 - BAS Organizational Supervision
- 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

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

Program Outcomes

- Students will create business related documents.
- Students will develop and deliver business-related presentations.
- Students will complete training in word processing, spreadsheet, database, and presentation software.
- Students will develop keyboarding speed and accuracy.
- Students will apply learned skills to real-world scenarios.
- Students will prepare basic financial data.
- 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.

General Requirements

- This degree requires successful completion of 63 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.

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.



DEGREE PLAN
2019-2020

Developmental Coursework

Course Number	Course Title
CO0143	Introduction to Language Arts
CO0243	Writing Workshop
MATH0133	Transitional Math 1
MATH0233	Transitional Math 2

Semester I (16 hours)

Course Number	ACTS#	Course Title
¹ OS1133	N/A	Skill Building [P1]
¹ ENGL1113	ENGL1013	Composition I [P2]
¹ MIS1003	CPS1100	Introduction to Computers
¹ OS2283	N/A	Microsoft Word [P3]
¹ PSYC2003	PSYC1103	General Psychology
GSTD1021	N/A	Student Success I

Semester II (16 hours)

Course Number	ACTS#	Course Title
¹ CS2223	N/A	Electronic Spreadsheet [P4]
¹ ECON1003	BUSI1013	American Enterprise System [P5]
¹ MATH1063	MATH1003	College Math [P2]
¹ OS1143	N/A	Speed Building [P6]
¹ OS2233	N/A	Office Procedures [P7]
GSTD1031	N/A	Student Success II

Semester III (16 hours)

Course Number	ACTS#	Course Title
ACCT2003	ACCT2003	Principles of Accounting I [P8]
¹ BA1103	N/A	Personal Finance [P9]
BA2223	BUSI2013	Business Communications [P5]
CS2043	N/A	Business Graphics
OS2153	N/A	Transcription [P10]
GSTD1041	N/A	Student Success III

Semester IV (15 hours)

Course Number	ACTS#	Course Title
CE2403	N/A	Internship
GBUS2003	BLAW2003	Legal Environment of Business [P5]
OS1113	N/A	Records & Database Management [P12]
OS2113	N/A	Capstone Project [P13]
<i>Choose three (3) hours from these courses:</i>		
ACCT2103	ACCT2013	Principles of Accounting II [P11]
BA2023		Introduction to Management [P5]

¹Indicates Technical Certificate in **Office Software Specialist (33 hours)**.

PREREQUISITES

P1	Ability to type at 25 wpm
P2	Refer to the SAU Tech Placement Plan.
P3	Eligible for ENGL1113-Composition I and OS1123-Keyboards or ability to type 40wpm.
P4	OS1123-Keyboarding or ability to type 25 2pm.
P5	ENGL1113-Composition I.
P6	OS1133-Skill Building and ability to type 45 wpm.
P7	Completed OS 1123-Keyboarding or evidence of ability to type 25 wpm
P8	Eligible for ENGL1113-Composition I and MATH1023-College Algebra.
P9	Co-Requisite-Transitional Math 1.
P10	OS1143-Speed Building or permission of instructor.
P11	ACCT2003-Principles of Accounting I.
P12	OS 2283-MS Word or permission of instructor.
P13	OS 2283, CS 2223, OS 1113, and MIS 2053.