IDN: _____   Printed Name: _____

CP-OMT-Office Management-Major Code: 4110

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 _____

REQUIREMENTS – 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_____
OMT 2343 Office Communication Essentials	3 Hours	Note 2	Grade_____
English Composition requirement	3 Hours	Note 1	Grade_____

Total Hours: 15

NOTES:

1. General Education Core Requirements, see Graduation Requirements section of this catalog. Select one from ENGL 1203 or ENGL 1233.
2. Student must maintain a cumulative GPA of 2.25 for these courses.

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 _____