



**Associate of Applied Science in Office Management
2016-2017 Degree Plan**

Suggested Course Sequence

60 Credit Hours

Course Number	Course Title	Prerequisites* (See catalog for appropriate test score or grade.)	Semester Completed	Grade
FIRST SEMESTER (FALL) - 14 CREDIT HOURS				
OT 11084	Keyboarding/Data Entry			
OT 11093	Business English			
OT 11043	Records/Information Management			
CE 11003	Workplace Essentials			
CS 11033	Computer Fundamentals	Beginning Keyboarding/Data Entry (pre or co-requisite) or keyboarding ability of 30 nwpm by touch		
SECOND SEMESTER (SPRING) - 15 CREDIT HOURS				
AC 11003	Survey of Accounting			
OT 21083	Word Processing	Demonstrated typing speed of 30 nwpm		
CS 21003	Spreadsheet Applications	CS11033 Computer Fundamentals		
MG 21073	Teamwork/Team Building			
MK 21043	Customer Service			
THIRD SEMESTER (FALL) - 14 CREDIT HOURS				
PY 13002	Academic/Career Enrichment			
EN 12003	English Composition I	CP02023 & CP02032 Fundamentals of Language and Lab or the appropriate placement test score		
MA 14093	Math Apps for Business			
BU 11003	Introduction to Business			
AC 21003	Computerized Accounting	Grad "C" or above in AC 21003 Principles of Accounting I or AC 11003 Survey of Accounting		
FOURTH SEMESTER (SPRING) - 15 CREDIT HOURS				
BU 11023	Decision Strategies			
SO 23103	Introduction to Sociology			
MG 21063	Principles of Leadership			
OT 21033	Office Procedures	Keyboarding speed of 30 nwpm and OT21083 Word Processing		
EN 12023	Technical Writing	EN12003 English Composition I		

**Prerequisites must be completed with a grade of C or higher before enrolling in the required course.*

NOTE: To receive an Associate of Applied Science degree from Arkansas Northeastern College, a C or higher is required in English Composition I, Technical Writing, and Math Applications for Business.