IDN: Printed N	lame:		
		Major Code: 4108	
This degree isot available in a guaranteed mester plan for quaranteed The prerequisites and co	ualified freshmen. See requisites of the degr	e your advisœleolare your ma ee requirements are subject	ajor and sign an official degree plan. to change.
MATH/ENGL prerequisite/enequisite courses if stude Prerequisites:MATH 0304Corequisites:ENGL 0201_			
FIRST SEMESTER hours			
Courses ITA 1003 Computer Applications for the Knowledge Worker OMT 1203 Introduction to Office Management OMT 1653 Employee Benefits OMT 2343 Office Communication Essentials English Composition requirement SECOND SEMESTER hours Courses FIN 1521 Personal Finance Applications OMT 1703 Advanced Computer Applications OMT 2243 Strategic Personnel Development English Composition requirement	3 Hours 3 Hours 3 Hours 3 Hours 1 Hour 3 Hours 3 Hours	Note 2 Note 2 Note 2 Note 2 Note 1	Grade Grade Grade Grade Grade Grade Grade
Total Hours: 31 NOTES 1. General Education Core Requirements 2. Student must maintain a cumulative GI			of this catalog.
The Arkansas Course Transfer System and universities. Students are guarante	onstrate compete ofIII76.7 (i)1 ()-1 n (ACTS) contains eed the transfer of ments. Courses to	ncy in financial literacy 7 (b)4.6.6 7 CMan 610 s information about the f applicable credits and ransferability is not gua	
section of the current academic catalog for a complet Student Degree Program Requirements A student's degree program reignements are those spondings. The program can be characteristically with the appropriate to meet new curriculum requirements in the (excluding summer terms), they must eater under the understanding program requirements and changes, authorized university epresentative.	ete list of transfer pecified in the cate ts and the gradua oval of the officia e degree program e program require	provisions. alog in effect at the timation requirements as in advisor. If original countries are not enterents of the current of	ndicated by institutional and college urses are eliminated, students may be nrolled for two or more consecutive terms catalog. Students are responsible for
Student Signature	ident Signature Date		
Advisor Signature Date			