

IDN: _____

Printed Name: _____

TC-OMT-Office Management-Major Code: 4108

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.

FIRST SEMESTER 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_____ |

SECOND SEMESTER 15 hours

Courses

| | | | |
|---|---------|------------|------------|
| FIN 1521 Personal Finance Applications | 1 Hour | Note 4 | Grade_____ |
| OMT 1653 Employee Benefits | 3 Hours | Note 2 | Grade_____ |
| OMT 1703 Advanced Computer Applications | 3 Hours | Note 2 | Grade_____ |
| English Composition requirement | 3 Hours | Note 1 | Grade_____ |
| Required electives | 5 Hours | Note 2 & 3 | Grade_____ |

Total Hours:30

NOTES