

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