

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**