

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<br>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**