



2014 – 2015 BUSINESS META MAJOR

ASSOCIATE IN SCIENCE (AS) IN OFFICE ADMINISTRATION

DEGREE MAP

Meta-majors are academic pathways to help you meet your educational goals. Included below is a sample schedule for a full-time in college student on an Associate of Science degree track in Office Administration. While you may not be a full-time student, you are responsible for completing the “Mandatory Hourly Requirements” on the right. Registration holds will be placed on students who do not meet the “Mandatory Hourly Requirements” and those students will be required to see an advisor. Students are encouraged to take Summer classes when available. Please be advised that not all types of financial aid will cover the cost of summer semester courses.

COURSE RECOMMENDATIONS ARE BASED ON GENERAL COURSE REQUIREMENTS.

SAMPLE FULLTIME SCHEDULE

MANDATORY HOURLY REQUIREMENT

TERM 1 - FALL SEMESTER	Suggested Courses
1 st Gen Ed Communications Course	ENC1101
Program Requirement Course	CTS1220C**
Program Requirement Course	OST1324**
Program Requirement Course	OST1401**
Program Requirement Course	OST1718**
TOTAL SEMESTER HOURS	15 HOURS
COMPLETED HOURS	15 HOURS

Before 15 Completed Credit Hours
ENC1101
Attend First Semester Advising Workshop
Meet with an Advisor
Declare a Meta-Major
Receive MOS Word Certification
Overall 2.0 TCC GPA or higher to graduate

TERM 2 - SPRING SEMESTER	Suggested Courses
Program Requirement Course	MNA1161**
Program Requirement Course	OST1355**
Program Requirement Course	CTS1230C
Program Requirement Course	CTS2225C
Program Requirement Course	MNA2130**
TOTAL SEMESTER HOURS	15 HOURS
COMPLETED HOURS	30 HOURS

Before 18 Completed Credit Hours
Receive MOS PowerPoint Certification
Receive MOS Excel Certification
Overall 2.0 TCC GPA or higher to graduate

TERM 3 – SUMMER (optional)	Suggested Courses
Program Requirement Course	
Program Elective	Any credit course in technology, business or IDS2941
TOTAL SEMESTER HOURS	OPTIONAL

Before 30 Completed Credit Hours
ENC1102
Visit Career Center
Overall 2.0 TCC GPA or higher to graduate

TERM 4 - FALL SEMESTER	Suggested Courses
2 ND Gen Ed Communications Course	ENC1102/ENC1141 OR MMC1100
Any Gen Ed Math	*
Program Requirement Course	MAN2021
Program Requirement Course	CTS2401C
Program Requirement Course	GEB1011
TOTAL SEMESTER HOURS	15 HOURS
COMPLETED HOURS	45 HOURS

Before 45 Completed Credit Hours
Graduation Check Workshop
Receive MOS Access Certification
Meet with Career Placement Coordinator in TCC Career Center
Overall 2.0 TCC GPA or higher to graduate

TERM 5 - SPRING SEMESTER	Suggested Courses
Program Requirement Course	ECO2013
Program Requirement Course	OST2823
Any Gen Ed Humanities Course	*
Program Requirement Course	SPC1062
Program Elective	Any college-credit course in technology, business or IDS2941
Program Elective	Any college-credit course in technology, business or IDS2941
TOTAL SEMESTER HOURS	18 HOURS
COMPLETED HOURS	63 HOURS TO GRADUATE

LAST SEMESTER
*** Apply for Graduation!***
Overall 2.0 TCC GPA or higher to graduate

*Please refer to the [TCC Catalog](#) for specific courses that meet this requirement.

** Courses count towards multiple certificates

Please note that certain courses are only offered in specific semesters:

FALL SEMESTER	SPRING SEMESTER	SUMMER SEMESTER
GEB1011	GEB1011	GEB1011
ECO2013	ECO2013	ECO2013
CTS1220C	CTS1220C	
MNA1161	MNA1161	
CTS1230C	CTS1230C	
CTS2225C	CTS2225C	
MNA2130	MNA2130	
MAN2021	MAN2021	
CTS2401C	CTS2401C	
SPC1062	SPC1062	
OST1324	OST1355	
OST1401	OST2823	
OST1718		

While working on the A.S. in Office Administration, you can also earn the Certificates on the following page.

You must add each certificate as a Program Objective in the TCC Enrollment Services Office.

Office Support Certificate (12 hours)

- CTS1220C Microsoft Word 2010
- MNA1161 Introduction to Customer Service
- OST1324 Business Mathematics
- OST1401 Administrative Support Systems and Procedures

Office Specialist Certificate (18 hours)

- CTS1220C Microsoft Word 2010
- MNA1161 Introduction to Customer Service
- OST1324 Business Mathematics
- OST1401 Administrative Support Systems and Procedures
- OST355 Records Management
- OST1718 Document Processing

Office Management Certificate (27 Hours)

- CTS1220C Microsoft Word 2010
- MNA1161 Introduction to Customer Service
- OST1324 Business Mathematics
- OST1401 Administrative Support Systems and Procedures
- OST355 Records Management
- OST1718 Document Processing
- CTS1230C Microsoft PowerPoint 2010
- MNA2130 Business Communication
- CTS2225C Microsoft Excel 2010

Small Business Management Certificate (24 Hours)

- GEB1011 Introduction to Business
- OST1324 Business Mathematics
- SBM2000 Small Business Management
- MAN2021 Introduction to Management
- MNA2130 Business Communications
- CGS2100 Microcomputer Applications for Business
- MAR2011 Principles of Marketing
- Elective: MNA2300 Human Resource Management or MNA1161 Introduction to Customer Service

Office Administration, A.S. (63 Credit Hours)

MAJOR	OCCUPATION(S)	SUGGESTED ACADEMIC DEGREE(S)/LEVELS
Accounting	Accountant	A, B, M
	Bank Officer	A, B, M
	Auditor	A, B, M
	Certified Public Accountant	A, B, M
	Financial Planner	A, B, M
Entrepreneurship	Business Owner	A, B, M
	Business Manager	A, B, M
	Corporate Recruiter	A, B, M
	Franchise Owner/Operator	A, B, M
	Investor	A, B, M
Finance	Bank Manager	A, B, M
	Finance Officer	A, B, M
	Financial Advisor	A, B, M
	Loan Officer	A, B, M
	Investment Banker	A, B, M
Hospitality	Lodging Manager	A, B, M
	Restaurant Manager/Owner	A, B, M
	Food & Beverage Manager	A, B, M
	Sales Director	A, B, M
	Club Manager	A, B, M
Insurance	Claims Adjuster/Examiner	A, B, M
	Actuary	A, B, M
	Appraiser	A, B, M
	Risk Manager	A, B, M
	Underwriter	A, B, M
International Business	International Marketing Director	A, B, M
	International Banker	A, B, M
	Import/Export Compliance Specialist	A, B, M
	Cultural Business Advisor	A, B, M
	International Lobbyist	A, B, M
Management	Supervisor	A, B, M
	Administrative Services Manager	A, B, M
	Budget Analyst	A, B, M
	Sales Manager	A, B, M
	Sports Agent	A, B, M
Management Information Systems (MIS)	Database Administrator	A, B, M
	Computer Software Engineer	A, B, M
	Computer Security Specialist	A, B, M
	Information Technology Specialist	A, B, M
	Network and Computer Systems Administrator	A, B, M
Marketing	Market Research Analyst	A, B, M
	Marketing Manager	A, B, M
	Advertising Manager	A, B, M
	Buyer	A, B, M
	Promotions Manger	A, B, M
Real Estate	Agent/Broker	A, B, M
	Apartment Manager	A, B, M
	Closing Agent	A, B, M
	Developer	A, B, M
	Real Estate Sales Manager	A, B, M

C Certificate
 A Associate's Degree
 B Bachelor's Degree
 M Master's Degree