



# 2015 – 2016 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	Courses
Communications State Core Course	ENC1101 Students could take this to round out 15 hours. Hard to do for part-time students who work full time.
Program Requirement Course	CTS 1220C MS WORD
Program Requirement Course	MNA1161 INTRO TO CUST SERV
Program Requirement Course	OST1324 BUSINESS MATHEMATICS
Program Requirement Course	OST1401 ADMIN SUPPORT
<b>TOTAL SEMESTER HOURS</b>	<b>15 HOURS</b>
<b>COMPLETED HOURS</b>	<b>15 HOURS</b>

By 15 Completed Credit Hours
ENC1101
Receive MOS Word Certification
Attend First Semester Advising Workshop
Meet with an Advisor
Declare a Meta-Major
<b>OFFICE SUPPORT CERT</b>
2.0 or higher TCC GPA & Cumulative GPA

TERM 2	Courses
Science State Core Course	*SCIENCE CORE COURSE
Mathematics State Core Course	MAC1105/MGF1106/MGF1107/STA2023/MAC2311
Program Requirement Course	CTS1230C MS POWERPOINT
Program Requirement Course	OST1355 RECORDS MANAGEMENT
Program Requirement Course	OST1718 DOCUMENT PROCESSING
<b>TOTAL SEMESTER HOURS</b>	<b>15 HOURS</b>
<b>COMPLETED HOURS</b>	<b>30 HOURS</b>

By 30 Completed Credit Hours
MAC1105/MGF1106/MGF1107/STA2023/MAC2311
Receive MOS PowerPoint Certification
Visit Career Center
<b>OFFICE SPECIALIST CERT</b>
2.0 or higher TCC GPA & Cumulative GPA

TERM 3	Courses
Program Requirement Course	MNA 2130 BUSINESS COM
Program Requirement Course	CTS2225C MS EXCEL
Program Requirement Course	CTS2401C MS ACCESS
Program Requirement Course	SPC1062 OR SPC2608
Program Requirement Course	MAN2021 INTRO TO MGT
<b>TOTAL SEMESTER HOURS</b>	<b>15 HOURS</b>
<b>COMPLETED HOURS</b>	<b>45 HOURS</b>

By 45 Completed Credit Hours
Receive MOS Excel Certification
Receive MOS ACCESS Certification
Attend Graduation Check Workshop
TCC Career Center
Meet with Career Placement Coordinator in the career center
<b>OFFICE MANAGEMENT CERT</b>
2.0 or higher TCC GPA & Cumulative GPA

TERM 4	Courses
Social Science State Core Course	*SOCIAL SCIENCE
Humanities State Core Course	*HUMANITIES
Program Requirement Course	OST2823 DESKTOP PUBLISHING
Program Requirement Course	GEB1011 INTRO TO BUSINESS
Program Elective	Any college-credit course in Technology, Business, or IDS2941
<b>TOTAL SEMESTER HOURS</b>	<b>15 HOURS</b>
<b>COMPLETED HOURS</b>	<b>60 HOURS TO GRADUATE</b>

LAST SEMESTER
*** Apply for Graduation!***
2.0 or higher TCC GPA & Cumulative GPA
25% credit hours earned at TCC

Courses count towards multiple certificates.

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

## MAJORS & OCCUPATIONS IN THE BUSINESS META-MAJOR

FALL SEMESTER	SPRING SEMESTER	SUMMER SEMESTER
GEB1011	GEB1011	GEB1011
ECO2013	ECO2013	ECO2013
CTS1220C	CTS1220C	CTS1220C
MNA1161	MNA1161	CTS1230C
CTS1230C	CTS1230C	CTS2225C
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.

# MAJORS & OCCUPATIONS IN THE BUSINESS META-MAJOR

## Office Support Certificate (12 hours)

- CTS1220C Microsoft Word
- 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
- OST1355 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
- OST1355 Records Management
- OST1718 Document Processing
- CTS1230C Microsoft PowerPoint
- MNA2130 Business Communication
- CTS2225C Microsoft Excel

## Office Administration, A.S. (60 Credit Hours)

- ENC1101 College Composition **3 credit hour(s)**
- Any General Education Humanities State Core course **3 credit hour(s)**
- Any General Education Mathematics State Core course **3 credit hour(s)**
- Any General Education Natural Sciences State Core course **3 credit hour(s)**
- Any General Education Social Sciences State Core course **3 credit hour(s)**
- GEB1011 Introduction to Business
- MAN2021 Introduction to Management
- CTS2401C Microsoft Access
- OST2823 Desktop Publishing and Web Design
- SPC1062 OR SPC2608
- Any college-credit course in Technology, Business, or IDS2941

## MAJORS & OCCUPATIONS IN THE BUSINESS META-MAJOR

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

AS Associate in Science Degree  
 B Bachelor's Degree  
 M Master's Degree  
 D Doctorate