



2016 – 2017 BUSINESS META-MAJOR CERTIFICATE IN OFFICE MANAGEMENT



Meta-majors are academic pathways to help you meet your educational goals. Included below is a sample schedule for a full-time college student in a Certificate in Office Management. While you may not be a full-time student, you are responsible for completing the “Mandatory Hourly Requirements” on the right. 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

TERM 1	Courses
Required Course	CTS1220C*
Required Course	MNA1161*
Required Course	OST1324
Required Course	OST1401
Required Course	OST1718
TOTAL SEMESTER HOURS	15 HOURS
COMPLETED HOURS	15 HOURS

TERM 2	Courses
Required Course	OST1355
Required Course	CTS1230C**
Required Course	MNA2130**
Required Course	CTS2225C**
TOTAL SEMESTER HOURS	12 HOURS
COMPLETED HOURS	27 HOURS

MANDATORY HOURLY REQUIREMENT

By 15 Completed Credit Hours
Receive MOS Word 2010 Certification
Overall 2.0 TCC GPA or higher to graduate

By 27 Completed Credit Hours
Receive MOS PowerPoint 2010 Certification
Receive MOS Excel 2010 Certification
Overall 2.0 TCC GPA or higher to graduate
25% credit hours earned at TCC

Please note some courses are only offered in specific semesters:

FALL SEMESTER	SPRING SEMESTER	SUMMER SEMESTER
CTS 1220C	CTS 1220C	
MNA 1161	MNA 1161	
OST 1324	OST 1355	
OST 1401	CTS 1230C	
OST 1718		
CTS 1230C		
MNA 2130	MNA 2130	
CTS 2225C	CTS 2225C	

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

Important Things to Know:

- *Developmental Education courses are not included in this plan.*

MAJORS & OCCUPATIONS IN THE BUSINESS META-MAJOR

MAJOR	OCCUPATION(S)	SUGGESTED ACADEMIC DEGREE(S)/LEVELS
Accounting	Accountant	AS, B, M
	Bank Officer	AS, B, M
	Auditor	AS, B, M
	Certified Public Accountant	AS, B, M
	Financial Planner	AS, B, M
Entrepreneurship	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
Finance	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
Hospitality Management	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
Risk Management & Insurance	Claims Adjuster/Examiner	AS, B, M
	Actuary	AS, B, M
	Appraiser	AS, B, M
	Risk Manager	AS, B, M
	Underwriter	AS, B, M
Human Resource Management	Human Resources Manager/Director	AS, B, M
	Compensation Manager/Director	AS, B, M
	Labor Relations Specialist	AS, B, M
	Ombudsman	AS, B, M
	Arbitrator	AS, B, M
Business Management, General	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
Management Information Systems (MIS)	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
Marketing	Market Research Analyst	AS, B, M
	Marketing Manager	AS, B, M
	Advertising Manager	AS, B, M
	Buyer	AS, B, M
	Promotions Manager	AS, B, M
Real Estate	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

**This sheet has sample majors & occupations associated with this meta-major. Some of these options may require additional training and career planning. You are not limited to these options when choosing a possible career path.*