



# 2016 – 2017 BUSINESS META-MAJOR CERTIFICATE IN OFFICE SUPPORT



Meta-majors are academic pathways to help you meet your educational goals. Included below is a sample schedule for a full-time college student on a Certificate in Office Support. 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         |
| <b>TOTAL SEMESTER HOURS</b> | <b>12 HOURS</b> |
| <b>COMPLETED HOURS</b>      | <b>12 HOURS</b> |

## MANDATORY HOURLY REQUIREMENT

| By 12 Completed Credit Hours              |
|---|
| Receive MOS Word 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 1401      |                 |                 |

\*Please refer to the [ICC 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 |
|---|--|-------------------------------------|
| <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 Management</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>Risk Management &amp; 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>Human Resource Management</b>            | 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                            |
| <b>Business Management, General</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 Manager                         | 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

*\*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.*