

IDN: _____ Printed Name: _____

CP-OMT-Office Management-Major Code: 4110

This degree is not available in a guaranteed 8-semester plan for qualified fto ENGL 0201 _____ ENGL 0202 _____ MATH 0301 _____ MATH 0201 _____

REQUIREMENTS – 15 hours

Courses

ITA 1003 Computer Applications for the Knowledge Worker	3 Hours	Note 1	Grade_____
OMT 1203 Introduction to Office Management	3 Hours	Note 1	Grade_____
OMT 2343 Office Communication Essentials	3 Hours	Note 1	Grade_____

Select six hours from the following:

OMT 1703 Advanced Computer Applications	3 Hours	Note 1	Grade_____
OMT 1653 Employee Benefits	3 Hours	Note 1	Grade_____
OMT 2243 Strategic Personnel Development	3 Hours	Note 1	Grade_____
OMT 2983 Emerging Office Technologies	3 Hours	Note 1	Grade_____
OMT 286V Academic Internship	3 Hours	Note 1	Grade_____
OMT 290V Special Topics	3 Hours	Note 1	Grade_____
WFL 2733 Workplace Foundations	3 Hours	Note 1	Grade_____

Total Hours: 15

NOTES:

- 1.

IDN: _____

Printed Name: _____

Student Signature _____ Date _____

Advisor Signature _____ Date _____