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TGOMT-Offi	ice Managemer	Major Code: 4108	
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MATH/ENGL prerequisite/exequisite courses if stude Prerequisites:MATH 0304Corequisites:ENGL 0201_			
FIRST SEMESTER hours			
Courses ITA 1003 Computer Applications for the Knowledge Worker OMT 1203 Introduction to Office Management OMT 1653 Employee Benefits OMT 2343 Office Communication Essentials English Composition requirement SECOND SEMESTER hours Courses FIN 1521 Personal Finance Applications OMT 1703 Advanced Computer Applications OMT 2243 Strategic Personnel Development English Composition requirement	3 Hours 3 Hours 3 Hours 3 Hours 1 Hour 3 Hours 3 Hours	Note 2 Note 2 Note 2 Note 2 Note 1 Note 4 Note 2 Note 2	Grade Grade Grade Grade Grade Grade Grade Grade
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