

This degree is offered on NOC Enid, NOC Stillwater, and NOC Tonkawa campuses.

Program Requirements 62 Total Credit Hours			
General Education Courses		22 Total Credit Hours	Program Requirement Courses
English Composition Courses			Choose:
ENGL 1113	English Composition I	3 hours	ACCT 1203 Fundamentals of Acct'g 6 hours
ENGL 1213	English Composition II	3 hours	& ACCT 2103 Accounting I - Financial
or BADM 2113	Business Communications		or
History & Government Courses			ACCT 2103 Accounting I - Financial 6 hours
HIST 1483	American History to 1877	3 hours	& ACCT 2203 Accounting II - Managerial
or HIST 1493	American History Since 1877		BADM 1103 Introduction to Business 3 hours
POLI 1113	American Government	3 hours	CMSC 2123 Business Tech & Applications 3 hours
Humanities Courses			ECON 2113 Macroeconomic Principles 3 hours
PHIL 2223	Business Ethics	3 hours	or ECON 2123 Microeconomic Principles
Mathematics Courses			PRDV 2321 Professional Development 1 hour
MATH 1483	Math Functions	3 hours	
or MATH 1513	Algebra for STEM		Technical Occupational Specialty 15 hours
Computer Science Courses			Students may earn 15 credit hours with completion of the following programs:
CMSC 1113	Computer Concepts	3 hours	Autry Career Technology Center: Executive Administrative Assistant Program
or BADM 1113	Digital/Financial Literacy		Pioneer Career Technology Center: Accounts Payable/Receivable Clerk/Office Management (or) Office Information Specialist
Orientation Course			
ORNT 1101	Freshman Orientation	1 hour	
			Program Electives 9 hours
			ACCT or ECON options listed but not taken under program requirements.
			MKTG 2143 Marketing 3 hours
			MGMT 2233 Human Resource Mgmt 3 hours
			MGMT 2263 Principles of Management 3 hours
			MGMT 2313 Business Law 3 hours
			MGMT 2240 Business Internship 3 hours

The Office Management Program is designed to prepare students with the necessary skills for employment as office management personnel. The technical occupational specialty areas equip students with current technological skills while the business core requirements provide the essential foundation in business, accounting and office management. The Office Management degree is a cooperative program whereby students take their general education courses from Northern Oklahoma College and their technical coursework at the Technology Centers of Autry-Enid and Pioneer-Ponca City.

The Business Division is accredited by the Accreditation Council of Business Schools and Programs (ACBSP).

Career Opportunities: Administrative Assistant, Data Entry Clerk, Entry-Level Manager, Office Information Analyst, Office Manager, Payroll Clerk, Receptionist.

This suggested curriculum includes degree requirements and courses that are usually completed in the first two years of a four-year curriculum. Consult with the university or college of your choice and its catalog curriculum as you make plans on where to transfer. Be careful to select the courses that will meet all requirements for both the Associate and Baccalaureate degree programs.

Year One

Fall Semester			Spring Semester		
Technical Occupational Specialty			ENGL	1113	English Composition I
				3 hours	Computer Science Elective
			MATH	1483	Math Functions
			BADM	1103	Introduction to Business
				3 hours	Program Elective
			ORNT	1101	Freshman Orientation
Total: 15 credit hours			Total 16 credit hours		

Year Two

Fall Semester			Spring Semester		
ENGL	1213	English Composition II	POL	1113	American Government
or			PHIL	2223	Business Ethics
BADM	2113	Business Communications	ACCT	2103	Accounting I -Financial
HIST	1483	American History to 1877	or		
or			ACCT	2203	Accounting II - Managerial
HIST	1493	American History Since 1877		6 hours	Program Electives
ACCT	1203	Fundamentals of Accounting	PRDV	2321	Professional Development
or					
ACCT	2103	Accounting I - Financial			
CMSC	2123	Business Tech & Applications			
ECON	2113	Macroeconomic Principles			
or					
ECON	2123	Microeconomic Principles			
Total 15 credit hours			Total 16 credit hours		

NOC evaluates students for placement into either foundational or college-level courses, whichever will lead to the greatest possibility of student success. Academic placement is determined either by A.C.T. test scores or by Accuplacer test scores. These tests are administered in the Testing Center at NOC. Based upon the scores, students may be required to take one or more courses for remediation in English, Math, or Reading, either prior to or concurrent with credit courses. See the NOC testing web page by clicking on the following link: <http://www.noc.edu/act> for placement guidelines.