OFFICE MANAGEMENT

(Note: Program requirements for this degree are offered on NOC Enid, Stillwater, and Tonkawa campuses in cooperation with partnering technical schools. At the beginning of each course listing, the four letter abbreviation indicates the department and the four digits indicate the course code used for enrollment. The total course hour value follows each.)

Program Requirements

General Education Courses - 22 Total Credit Hours
English Composition Courses
 ENGL 1113 English Composition I   3 hours
 ENGL 1213 English Composition II   3 hours
History & Government Courses
 HIST 1483 Amer. History to 1877   3 hours
   (or) HIST 1493 Amer. History Since 1877
 POLI 1113 American Government   3 hours
Humanities Courses
 PHIL 2223 Business Ethics designation   3 hours
Mathematics Courses
 MATH 1483 Math Functions   3 hours
   (or) MATH 1513 Algebra for STEM
Computer Science Courses
 CS 1113 Computer Concepts
   (or) BSAD 1113 Digital Financial Literacy   3 hours
Orientation Courses
 ORNT 1101 Freshman Orientation   1 hour

Program Requirement Courses - 16 Total Hours
Choose
 ACCT 1203 Fundamentals of Acctg   6 hours
 ACCT 2013 Accounting I - Financial
   (or) ACCT 2103 Accounting I - Financial   6 hours
 ACCT 2203 Accounting II - Managerial
 BSAD 1103 Introduction to Business   3 hours
 CS 2123 Business Tech & Applications   3 hours
 ECON 2113 Macroeconomics Principles   3 hours
   (or) ECON 2123 Microeconomics Principles
 PRDV 2321 Professional Development   1 hour
 Technical Occupational Specialty   15 hours
Students may earn 15 credit hours with completion of the following programs:
Autry Career Technology Center: Executive Administrative Assistant Program
Pioneer Career Technology Center: Accounts Payable/Receivable Clerk/Office Management (or) Office Information Specialist

Program Electives   **9 hours**
ACCT or ECON options listed but not   Up to 9 hours
taken under program requirements.
 BMGT 2143 Marketing   3 hours
 BMGT 2233 Human Resource Mgmt   3 hours
 BMGT 2263 Principles of Management   3 hours
 BMGT 2313 Business Law   3 hours
 BMGT 2240 Business Internship   3 hours

Total Credit Hours   **62 hours**

Suggested Course Sequence:

First Semester   15 Total Credit Hours
 Technical Occupational Specialty   15 hours

Second Semester   16 Total Credit Hours
 ENGL 1113 English Composition I   3 hours
 Computer Science Elective   3 hours
 MATH 1483 Math Functions   3 hours
 BSAD 1103 Introduction to Business   3 hours
 Program Elective   3 hours
 ORNT 1101 Freshman Orientation   1 hour

Third Semester   15 Total Credit Hours
 ENGL 1213 English Composition II   3 hours
 HIST 1483 Amer. History to 1877   3 hours
   (or) HIST 1493 Amer. History Since 1877
 ACCT 1203 Fundamentals of Acctg   3 hours
   (or) ACCT 2103 Accounting I - Financial
 CS 2123 Business Tech & Applications   3 hours
 ECON 2113 Macroeconomic Principles   3 hours
   (or) ECON 2123 Microeconomic Principles

Fourth Semester   16 Total Credit Hours
 POLI 1113 American Government   3 hours
 PHIL 2223 Business Ethics   3 hours
 ACCT 2103 Accounting I - Financial   3 hours
   (or) ACCT 2203 Accounting II-Managerial
 Program Electives   6 hours
 PRDV 2321 Professional Development   1 hour

This is a suggested sequence timeline only. A student may require more than four semesters to complete an Associate in Applied Science degree.

**These program courses are typically offered only once a year. See course descriptions for fall or spring designations and plan accordingly.

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). Outstanding Business students are invited to join Kappa Beta Delta, the business honor society recognized by ACBSP. This degree is not yet accredited.

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

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.