

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.)

<p>Program Requirements</p> <p>General Education Courses - 22 Total Credit Hours</p> <p>English Composition Courses</p> <p>ENGL 1113 English Composition I 3 hours</p> <p>ENGL 1213 English Composition II 3 hours</p> <p>History & Government Courses</p> <p>HIST 1483 Amer. History to 1877 3 hours</p> <p>(or) HIST 1493 Amer. History Since 1877</p> <p>POLI 1113 American Government 3 hours</p> <p>Humanities Courses</p> <p>PHIL 2223 Business Ethics designation 3 hours</p> <p>Mathematics Courses</p> <p>MATH 1483 Math Functions 3 hours</p> <p>(or) MATH 1513 Algebra for STEM</p> <p>Computer Science Courses</p> <p>CMSC 1113 Computer Concepts</p> <p>(or) BADM 1113 Digital Financial Literacy 3 hours</p> <p>Orientation Courses</p> <p>ORNT 1101 Freshman Orientation 1 hour</p> <p>Program Requirement Courses - 16 Total Hours</p> <p>Choose</p> <p>ACCT 1203 Fundamentals of Acctg 6 hours</p> <p>ACCT 2013 Accounting I - Financial</p> <p>(or) ACCT 2103 Accounting I - Financial 6 hours</p> <p>ACCT 2203 Accounting II - Managerial</p> <p>BADM 1103 Introduction to Business 3 hours</p> <p>CMSC 2123 Business Tech & Applications 3 hours</p> <p>ECON 2113 Macroeconomics Principles 3 hours</p> <p>(or) ECON 2123 Microeconomics Principles</p> <p>PRDV 2321 Professional Development 1 hour</p> <p>Technical Occupational Specialty 15 hours</p> <p>Students may earn 15 credit hours with completion of the following programs:</p> <p>Autry Career Technology Center: Executive Administrative Assistant Program</p> <p>Pioneer Career Technology Center: Accounts Payable/Receivable Clerk/Office Management (or) Office Information Specialist</p> <p>Program Electives 9 hours</p> <p>ACCT or ECON options listed but not taken under program requirements. Up to 9 hours</p> <p>MKTG 2143 Marketing 3 hours</p> <p>MGMT 2233 Human Resource Mgmt 3 hours</p> <p>MGMT 2263 Principles of Management 3 hours</p> <p>MGMT 2313 Business Law 3 hours</p> <p>MGMT 2240 Business Internship 3 hours</p> <p>Total Credit Hours 62 hours</p>	<p>Suggested Course Sequence:</p> <p>First Semester 15 Total Credit Hours</p> <p>Technical Occupational Specialty 15 hours</p> <p>Second Semester 16 Total Credit Hours</p> <p>ENGL 1113 English Composition I 3 hours</p> <p>Computer Science Elective 3 hours</p> <p>MATH 1483 Math Functions 3 hours</p> <p>BADM 1103 Introduction to Business Program Elective 3 hours</p> <p>ORNT 1101 Freshman Orientation 1 hour</p> <p>Third Semester 15 Total Credit Hours</p> <p>ENGL 1213 English Composition II 3 hours</p> <p>HIST 1483 Amer. History to 1877 3 hours</p> <p>(or) HIST 1493 Amer. History Since 1877</p> <p>ACCT 1203 Fundamentals of Acctg 3 hours</p> <p>(or) ACCT 2103 Accounting I - Financial</p> <p>CMSC 2123 Business Tech & Apps 3 hours</p> <p>ECON 2113 Macroeconomic Principles 3 hours</p> <p>(or) ECON 2123 Microeconomic Principles</p> <p>Fourth Semester 16 Total Credit Hours</p> <p>POLI 1113 American Government 3 hours</p> <p>PHIL 2223 Business Ethics 3 hours</p> <p>ACCT 2103 Accounting I - Financial 3 hours</p> <p>(or) ACCT 2203 Accounting II-Managerial</p> <p>Program Electives 6 hours</p> <p>PRDV 2321 Professional Development 1 hour</p> <p><i>This is a suggested sequence timeline only. A student may require more than four semesters to complete an Associate in Applied Science degree.</i></p> <p>**These program courses are typically offered only once a year. See course descriptions for fall or spring designations and plan accordingly.</p>	<p>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.</p> <p>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.</p> <p>Career Opportunities</p> <ul style="list-style-type: none"> Administrative Assistant Data Entry Clerk Entry-Level Manager Office Information Analyst Office Manager Payroll Clerk Receptionist <p>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 by A.C.T. test scores--primary or a residual 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.</p>
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