

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				16 hours		
English Composition Courses							Choose:						
	ENGL	1113	English Composition I	3 hours			ACCT	1203	Fundamentals of Accounting	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				
	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													
	PHIL	2223	Business Ethics	3 hours			ECON	2113	Macroeconomic Principles	3 hours			
Mathematics Courses							or	ECON	2123	Microeconomic Principles			
	MATH	1483	Math Functions	3 hours			PRDV	2321	Professional Development	1 hour			
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		
							*	BADM	2313	Business Law	3 hours		
							MGMT	2240	Business Internship	3 hours			
*These program courses are typically offered only once a year. See course descriptions for fall or spring designations and plan accordingly.													

\*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). This degree program is not accredited by 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
			or		
			MATH	1513	Algebra for STEM
			BADM	1103	Introduction to Business
				3 hours	Recommended 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	Recommended 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		

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

NOC evaluates students for placement into supplemental/college-level courses or college-level courses, whichever will lead to the greatest possibility of student success. Academic placement is determined by A.C.T. test scores, corresponding A.C.T. challenge tests, holistic placement, or other college approved placement tests. These tests are administered in the Testing Center at NOC. Based upon the scores, students may be required to take one or more supplemental courses for English, Math, Social Science or Nursing. See the NOC testing web page by clicking on the following link: <http://www.noc.edu/act> for placement guidelines.