

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

Program Requirements 62 Total Credit Hours

General Education Courses				Program Requirement Courses			
22 Total Credit Hours				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			
Computer Science Courses				15 hours			
CMSC	1113	Computer Concepts	3 hours	Students may earn 15 credit hours with completion of the following programs:			
or	BADM	1113	Digital/Financial Literacy	Autry Career Technology Center: Executive Administrative Assistant Program			
Orientation Course				Pioneer Career Technology Center: Accounts Payable/Receivable Clerk/Office Management (or) Office Information Specialist			
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.

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.