

**NORTHEASTERN OKLAHOMA A&M COLLEGE**

**ACCOUNTING OPTION - BUSINESS ADMINISTRATION TECHNOLOGY**

PROGRAM REQUIREMENTS	61	SUGGESTED COURSE SEQUENCE	PROGRAM OVERVIEW	
<b>General Education Requirements</b>	<b>18</b>	Credit Hours	This curriculum prepares the student for entry level employment by developing skills needed to function in a variety of positions in the accounting field. For more information contact the Business & Technology Department at (918) 540-6294 or email: <a href="mailto:business@neo.edu">business@neo.edu</a> .  <b>CAREER OPPORTUNITIES</b> Public Accounting Large Corporations Nonprofit Organizations Government Accounting Clerk Accounting Assistant Payroll Accounts Payable Accounts Receivable	
ENGL 1113 English Composition I.....	3	<b>FIRST SEMESTER</b>		<b>16</b>
* ENGL 1213 English Composition II.....	3	FYE 1011 Freshman Year Experience.....		1
HIST 1483 or 1493 American History.....	3	+ CS 1103 Computers in Society.....		3
POLS 1113 American Government.....	3	ENGL 1113 English Composition I.....		3
General Ed Electives (see catalog).....	6	HIST 1483 or 1493 American History.....		3
+Computer Proficiency.....		^ BADM 2153 Consumer Math.....		3
		Technical/Occupational Support Elective.....		3
<b>Technical/Occupational Specialty</b>	<b>31</b>	<b>SECOND SEMESTER</b>		<b>15</b>
FYE 1011 Freshman Year Experience.....	1	* ENGL 1213 English Composition II.....		3
ACCT 1103 Financial Accting Procedures I.....	3	OIS 2033 Excel Spreadsheets.....		3
* ACCT 1203 Financial Accting Procedure II.....	3	ACCT 1103 Financial Accting Procedures I.....		3
or ACCT 2103 Financial Accounting.....		^ BADM 2133 Business Ethics.....		3
* ACCT 2203 Managerial Accounting.....	3	General Ed. Elective (see catalog).....		3
* ACCT 2523 Computerized Accounting.....	3	<b>THIRD SEMESTER</b>		<b>15</b>
BADM 2123 World of Business.....	3	BADM 2123 World of Business.....		3
^ BADM 2133 Business Ethics.....	3	POLS 1113 American Government.....		3
^ BADM 2153 Consumer Math.....	3	* ACCT 1203 Financial Accting Procedures II.....		3
BADM 2303 Business Internship.....	3	Technical/Occupational Support Electives.....		6
OIS 1133 Professional Development.....	3	<b>FOURTH SEMESTER</b>		<b>15</b>
OIS 2033 Excel Spreadsheets.....	3	* ^ ACCT 2523 Computerized Accounting.....	3	
<b>Technical/Occupational Support</b>	<b>12</b>	* ACCT 2203 Managerial Accounting.....	3	
* ^ BADM 2113 Business Communications.....		^ OIS 1133 Professional Development.....	3	
^ BADM 2223 Business Law.....		BADM 2303 Business Internship.....	3	
+ CS 1103 Computers in Society.....		Technical/Occupational Support Elective.....	3	
ECON 2013 Introduction to Macroeconomics.....				
ECON 2023 Introduction to Microeconomics.....				
^ FIN 2123 Personal Finance.....				
^ MGMT 1133 Human Relations.....				
^ MGMT 1223 Small Business Management.....				
^ MGMT 2023 Human Resource Management.....				
^ MGMT 2213 Principles of Management.....				
MKTG 2123 Marketing.....				
* STAT 2023 Elem. Statistics for Bus. & Econ.....				
Approved Business Electives.....				
		<p>The above list is a <b>suggested course sequence only</b>. Students may, with guidance from academic advisor make changes to course sequence. Students should be aware that <b>changes to the course sequence may require more than four semesters to complete their degree.</b></p>		
		<b>KEY</b>		
		* Prerequisite # Prerequisite or co-requisite ^ Not offered every semester + Must include computer proficiency as General Ed. or Technical Support elective		

**General College Preparatory Requirements**

NEO evaluates students for placement into their transitional or college-level courses, whichever will lead to the greatest possibility of student success. Academic placement is determined either by ACT test scores or by CPT test scores. These tests are administered in the Testing Centers at NEO College. Based upon these scores, some or all of the following courses may need to be taken prior to enrollment in the college level course.

MATH 0013 Basic Math MATH 0113 Introductory Algebra MATH 0123 Intermediate Algebra MATH0125 Intermediate Algebra with Review ENGL 0123 Basic Composition CIED 0133 Improved Reading

SCIENCE: A student may be required to complete MATH 0123 or higher and/or CIED 0133 before enrolling in a college-level science course.