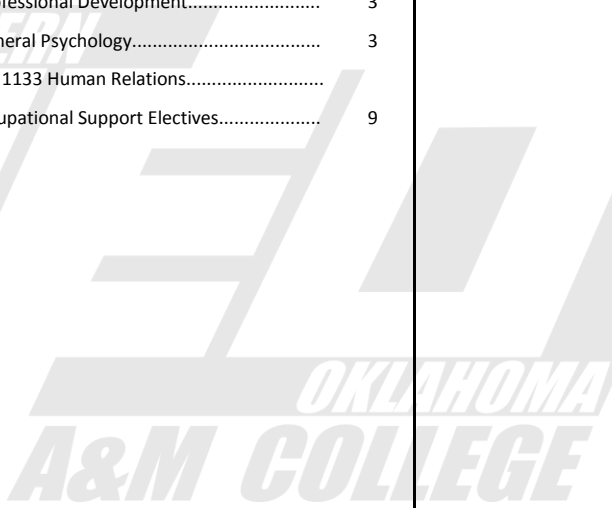


**NORTHEASTERN OKLAHOMA A&M COLLEGE**

**GENERAL OFFICE OPERATIONS**

PROGRAM REQUIREMENTS	31	SUGGESTED COURSE SEQUENCE	PROGRAM OVERVIEW	
<b>General Education Requirements</b>	<b>3</b>	Credit Hours	This curriculum prepares the student for entry level employment in an office setting. The program provides the opportunity to develop skills to meet the workforce needs. 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> Office Assistant Administrative Assistant Receptionist Clerk Data Entry	
ENGL 1113 English Composition I.....	3	<b>FIRST SEMESTER</b>		<b>16</b>
<b>Technical/Occupational Specialty</b>	<b>16</b>	FYE 1011 Freshman Year Experience.....		1
FYE 1011 Freshman Year Experience.....	1	ENGL 1113 English Composition I.....		3
ACCT 1103 Financial Accting Procedures I.....	3	+ CS 1103 Computers in Society.....		3
or ^ BADM 2153 Consumer Math.....		OIS 1103 Keyboarding.....		3
+ CS 1103 Computers in Society.....	3	or OIS 1213 Document Processing.....		
OIS 1103 Keyboarding.....	3	ACCT 1103 Financial Accting Procedures I.....		3
or OIS 1213 Document Processing.....		or ^ BADM 2153 Consumer Math.....		
^ OIS 1133 Professional Development.....	3	Technical/Occupational Support Elective.....		3
PYSC 1113 General Psychology.....	3	<b>SECOND SEMESTER</b>	<b>15</b>	
or MGMT 1133 Human Relations.....		^ OIS 1133 Professional Development.....	3	
<b>Technical/Occupational Support</b>	<b>12</b>	PSYC 1113 General Psychology.....	3	
*^ BADM 2113 Business Communications.....		or ^ MGMT 1133 Human Relations.....		
HHP 2603 Total Wellness.....		Technical/Occupational Support Electives.....	9	
^ OIS 1183 Machine Transcription I.....				
OIS 2033 Excel Spreadsheets.....				
OIS 2523 Microsoft Word.....				
SOCI 1113 Introduction to Sociology.....				
Approved Business Electives.....				
		<b>KEY</b>		
		* Prerequisite # Prerequisite or co-requisite ^ Not offered every semester + Must include computer proficiency as General Ed. or Technical Support elective		



The above list is a **suggested course sequence only**. Students may, with guidance from academic advisor make changes to course sequence. Students should be aware that **changes to the course sequence may require more than four semesters to complete their degree.**

**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.