NORTHEASTERN OKLAHOMA A&M COLLEGE

ACCOUNTING - ONE-YEAR CERTIFICATE

PROGRAM REQUIREMENTS 31

General Education Requirements 3

ENGL 1113 English Composition I	3

Technical/Occupational Specialty 16

FYE 1011 Freshman Year Experience	1
ACCT 1103 Financial Accting Procedures I	3
* ACCT 1203 Financial Accting Procedure II	3
* ACCT 2523 Computerized Accounting	3
^ BADM 2153 Consumer Math	3
OIS 2033 Excel Spreadsheets	3

Technical/Occupational Support 12

ACCT 2203 Managerial Accounting	
*^ BADM 2113 Business Communications	
BADM 2123 World of Business	
^ BADM 2133 Business Ethics	
+ CS 1103 Computers in Society	
^ MGMT 1133 Human Relations	
^ OIS 1133 Professional Development	
Approved Business Electives	

SUGGESTED COURSE SEQUENCE

	Credit Hours
FIRST SEMESTER	**16**
FYE 1011 Freshman Year Experience	1
+ CS 1103 Computers in Society	3
ENGL 1113 English Composition I	3
^ BADM 2153 Consumer Mathematics	3
ACCT 1103 Financial Accting Procedures I	3
Technical/Occupational Support Elective	3
SECOND SEMESTER	**15**
* ACCT 1203 Financial Accting Procedures II	3
* ACCT 2523 Computerized Accounting	3
OIS 2033 Excel Spreadsheets	3
Technical/Occupational Support Electives	6

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.**

PROGRAM OVERVIEW

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: business@neo.edu.

CAREER OPPORTUNITIES

Accounting Assistant
Payroll Clerk
Accounts Payable Clerk
Accounts Receivable Clerk

KEY

* 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 scinece course.