

**VALDOSTA STATE UNIVERSITY ADVISOR CHECK SHEET**

02/11

**Bachelor of Science Degree**

**Major: Office Administration and Technology (OAT)**

**Adult and Career Education:**

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Department	Student's Name	ID#	Catalog Year
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**AREA A -- ESSENTIAL SKILLS**

**9 SEM. HRS.**

Course Name/No.	Grade	Credit Hrs.
ENGL 1101	_____	<u>3</u>
ENGL 1102	_____	<u>3</u>
One required from the following:		
MATH 1101	_____	<u>3</u>
MATH 1111	_____	<u>3</u>
MATH 1113	_____	<u>3</u>
MATH 2261	_____	<u>4</u>
MATH 2262	_____	<u>4</u>

**AREA B -- INSTITUTIONAL OPTIONS**

**4 SEM. HRS.**

**TWO COURSES REQUIRED IN DIFFERENT PERSPECTIVES IN:**

Course Name/No.	Grade	Credit Hrs.
1. Ethics/Values	_____	<u>2</u>
_____	_____	<u>2</u>
2. Tradition and Change	_____	<u>2</u>
_____	_____	<u>2</u>
3. Human Expression	_____	<u>2</u>
_____	_____	<u>2</u>
4. Env./Physical World	_____	<u>2</u>
_____	_____	<u>2</u>
5. Race/Gender	_____	<u>2</u>
_____	_____	<u>2</u>
6. Cross-Cultural Under-standing/Expression	_____	<u>2</u>
_____	_____	<u>2</u>
7. World of Work	_____	<u>2</u>
_____	_____	<u>2</u>

**AREA C -- HUMANITIES/FINE ARTS**

**6 SEM. HRS.**

Course Name/No.	Grade	Credit Hrs.
One required from the following:		
ENGL 2110	_____	<u>3</u>
ENGL 2120	_____	<u>3</u>
ENGL 2130	_____	<u>3</u>
ENGL 2140	_____	<u>3</u>
One required from Humanities/Fine Arts listing:		
_____	_____	<u>3</u>

**AREA D -- SCIENCE, MATH & TECHNOLOGY**

**11 SEM. HRS.**

**AREA D.I**

Course Name/No.	Grade	Credit Hrs.
Two courses required from the following:		
ASTR 1010K	_____	<u>4</u>
ASTR 1020K	_____	<u>4</u>
BIOL 1010/BIOL 1020L	_____	<u>4</u>
BIOL 1030/BIOL 1040L	_____	<u>4</u>
CHEM 1010	_____	<u>4</u>
CHEM 1151	_____	<u>4</u>
CHEM 1152	_____	<u>4</u>
CHEM 1211	_____	<u>4</u>
CHEM 1212	_____	<u>4</u>
GEOG 1112K	_____	<u>4</u>
GEOG 1113K	_____	<u>4</u>
GEOLOG 1121K	_____	<u>4</u>
GEOLOG 1122K	_____	<u>4</u>
PHYS 1111K	_____	<u>4</u>
PHYS 1112K	_____	<u>4</u>
PHYS 2211K	_____	<u>4</u>
PHYS 2212K	_____	<u>4</u>
One course required from the following:		
ASTR 1000	_____	<u>3</u>
BIOL 1050	_____	<u>3</u>
BIOL 1060	_____	<u>3</u>
BIOL 1070	_____	<u>3</u>
BIOL 1080	_____	<u>3</u>
BIOL 1090	_____	<u>3</u>
ENGR 1010	_____	<u>3</u>
GEOG/GEOL 1110	_____	<u>3</u>
MATH 1112	_____	<u>3</u>
MATH 1261	_____	<u>3</u>
MATH 2620	_____	<u>3</u>
MATH 2261	_____	<u>4</u>
MATH 2262	_____	<u>4</u>
PHSC 1100	_____	<u>3</u>

**AREA E -- SOCIAL SCIENCES**

**12 SEM. HRS**

Course Name/No.	Grade	Credit Hrs.
One required from the following two:		
HIST 2111	_____	<u>3</u>
HIST 2112	_____	<u>3</u>
Required:		
POLS 1101	_____	<u>3</u>
Two required from Social Sciences list:		
_____	_____	<u>3</u>
_____	_____	<u>3</u>

**AREA F -- COURSES APPROPRIATE TO THE MAJOR - 18 SEM. HRS.**

Course Name/No.	Grade	Credit Hrs.
ACED 1100 Intro. to Bus.	_____	<u>3</u>
ACED 2000 Into Keybdg. or Exemption	_____	<u>3</u>
ACED 2400 Comp. Tech. for the Workplace (or CS 1000)	_____	<u>3</u>
*ACCT 2101 Prin. of Acc. I	_____	<u>3</u>
*BUSA 2106 Legal Env. of Bus.	_____	<u>3</u>
*ECON 1500 Surv. of Econ. (or Econ 2106)	_____	<u>3</u>

\*Must be completed before the College of Business courses in the Major Course Requirements can be taken.

ADDITIONAL REQUIREMENTS	Date Completed
Regents' Testing Program	_____

When the advisee is prepared to have these credits evaluated for graduation, this form should be signed and presented to the Registrar at least two semesters before all requirements are met. *RETAIN A COPY OF THIS COMPLETED FORM IN ADVISEE'S FOLDER.*

\_\_\_\_\_  
Student's Signature Date

\_\_\_\_\_  
Advisor's Signature Date

**Guided Electives:**

(ACED2940, ACED3600, ACED3940, ACED4550, ACED4820, ACCT2102, AFAM2020, BUSA2100, BUSA3200, COMM1100, COMM1110, COMM2300, CS1010, CS1301, ECON1500, ECON2105, ECON2106, ENGL2080, ENGL3010, ENGL3020, FIN2380, FIN3350, KSPE2000, KSPE2800, LEAS1100, LEAS3200, LIBS1000, MGNT3250, MGNT3910, MGNT4000, MGNT4800, MKTG4680, MKTG4750, PERS2110, PERS2485, PERS2660, PERS2680, PERS2700, PERS2730, PERS2750, PHIL3150, SPAN1001, SPAN1002, THEA1000, AND/OR other Advisor-approved Electives).

**MAJOR COURSE REQUIREMENTS 60 SEM. HRS.**

Course Name/No.	Grade	Credit Hrs.
ACED 2050 Comm. for the Wkplace (Prerequisite: ENGL 1102)	_____	<u>3</u>
ACED 3000 Inter. Keybdg. (Prerequisite: ACED 2000 or exemption)	_____	<u>3</u>
ACED 3100 Comp. Sys.	_____	<u>3</u>
ACED 3101 Workplace Computer Bookkeeping (Prerequisite: ACED 2400 or CS 1000 & ACCT 2101)	_____	<u>3</u>
ACED 3150 Off Comp. Sys.	_____	<u>3</u>
ACED 3400 Appl. Comp Tech (Prerequisite: ACED 2400 or CS 1000)	_____	<u>3</u>
ACED 3610 Web Design and Multimedia (Prerequisite: ACED 2400 or CS 1000)	_____	<u>3</u>
ACED 3700 Desktop Pub. (Prerequisite: ACED 2400 or CS 1000)	_____	<u>3</u>
ACED 4020 Virtual Off. Tech (Prerequisite: ACED 2400 or CS 1000, 2.3 GPA)	_____	<u>3</u>
ACED 4050 Workforce Dev. and Management (Prerequisite: 2.3 GPA)	_____	<u>3</u>
ACED 4070 Office Applications (Prerequisites: ACED 2050, ACED 3000, 2.3 GPA)	_____	<u>3</u>
ACED 4160 Adm. Office Proc. (Prerequisites: ACED 3000, ACED 3400, 2.3 GPA)	_____	<u>3</u>
ACED 4300-B Practicum/ACED (Prerequisite: All ACED Coursework Completed)	_____	<u>3</u>
ACED 4810 Contemporary Skills for the Workplace	_____	<u>3</u>
MKTG 3050 Intro. to Marketing (Prerequisite: Econ 1500 or 2106)	_____	<u>3</u>

Guided Electives (Choose 15 Hours)	Credit Hrs.
_____	<u>3</u>
_____	<u>3</u>
_____	<u>3</u>
_____	<u>3</u>
_____	<u>3</u>
_____	<u>3</u>
<b>TOTAL HOURS FOR GRADUATION</b>	<b><u>120</u></b>

**ADDITIONAL REQUIREMENTS--**

- ✓ OAT majors may take NO MORE than 30 hours of coursework from the College of Business.
- ✓ OAT majors must have an overall minimum 2.3 GPA before enrolling in ACED 4020, 4050, 4070 or 4160.
- ✓ **ALL ACED COURSEWORK** must be completed before enrolling in ACED 4300B.
- ✓ **Business or business casual attire is required for internships.** It is mandatory for OAT majors to attend one of the Successful Dress & Interview Tips workshops offered by the Career Services Office prior to enrolling in the internship practicum (ACED 4300B).
- ✓ **Interns must attend the ACED 4300B pre-internship placement seminar** held during the **FALL** and **SPRING** semesters. Students who have not attended the seminar and who have not been cleared to intern will be withdrawn from the class.
- ✓ **All interns are required to work a total of 220 hours for the internship. For fall and spring interns, this means approximately 15 hours per week for 15 weeks. The summer session is 8 weeks, so this means approximately 28 work hours per week for summer interns.**