VALDOSTA STATE UNIVERSITY ADVISOR CHECK SHEET
Bachelor of Science Degree
Major: Office Administration and Technology

Adult and Career Education

Department	Student's Name	VSU ID#	Catalog Year

AREA A -- ESSENTIAL SKILLS
9 SEM. HRS.

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

AREA B -- INSTITUTIONAL OPTIONS
TWO COURSES REQUIRED IN DIFFERENT PERSPECTIVES: **4 SEM. HRS.**

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

AREA C -- HUMANITIES/FINE ARTS
6 SEM. HRS.

Course Name/No.	Grade	Credit Hrs.
One required from the following:		
ENGL 2111	_____	3
ENGL 2112	_____	3
ENGL 2113	_____	3
One required from Humanities/Fine Arts listing:		
_____	_____	3

AREA D -- SCIENCE, MATH & TECHNOLOGY
11 SEM. HRS.

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

AREA E -- SOCIAL SCIENCES
12 SEM. HRS.

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

AREA F -- COURSES APPROPRIATE TO THE MAJOR		18 SEM. HRS.
Course Name/No.	Grade	Credit Hrs.
ACED 1100 Intro. to Bus.	_____	3
ACED 2000 Into Keyboarding (or Exemption Exam)	_____	3
ACED 2400 Computer Technology for the Workplace (or CS 1000 or Exemption)	_____	3
*ACCT 2101 Principles of Accounting	_____	3
*BUSA 2106 Legal Env. Of Bus.	_____	3
*ECON 1500 Survey of Econ (or Econ 2106 Microeconomics)	_____	3

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

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 Sign._____
Date _____

Advisors Signature_____
Date_____

Guided Electives: (Choose 15 hours--at least 6 hours must be at the 3000- or 4000-level)

ACED 2940, ACED 3600, ACED 3940, ACED 4550, ACED 4810, ACCT 2102, AFAM 2020, BUSA 2100, BUSA 3200, COMM 1100, COMM 1110, COMM 2300, CS 1010, CS 1301, ECON 1500, ECON 2105, ECON 2106, ENGL 2080, ENGL 3010, ENGL 3020, ENGL 3080, FIN 2380, FIN 3350, KSPE 2000, KSPE 2800, LEAS 1100, LEAS 3200, LIBS 1000, MGNT 3250, MGNT 3910, MGNT 4000, MGNT 4800, MKTG 4680, MKTG 4750, PERS 2110, PERS 2485, PERS 2660, PERS 2680, PERS 2700, PERS 2730, PERS 2750, PHIL 3150, SPAN 1001, SPAN 1002, THEA 1000 and/or OTHER advisor-approved electives

"Per VSU requirements, students must make a C or better in all courses listed in AREA F and under MAJOR COURSE REQUIREMENTS".

ADDITIONAL REQUIREMENTS

MAJOR COURSE REQUIREMENTS		60 SEM. HRS.
Course Name/No.	Grade	Credit Hrs.
ACED 2050 Comm for the Wkplace (Prerequisite: ENGL 1102)	_____	3
ACED 2300 Intermediate Keyboarding (Prerequisite: ACED 2000 or Exemption)	_____	3
ACED 2700 Desktop Publishing (Prerequisite: ACED 2400 or CS 1000 or Exemption)	_____	3
ACED 3101 Computerized Office Accounting (Prerequisite: ACED 2400 or CS 1000 & ACED 2101 or ACCT 2101)	_____	3
ACED 3150 Comp Syst for the Office	_____	3
ACED 3400 Appl Comp Tech (Prerequisite: ACED 2400 or CS 1000 or Exemption)	_____	3
ACED 3610 Web Design and Multimedia (Prerequisite: ACED 2400 or CS 1000 or Exemption)	_____	3
ACED 4020 Virtual Office Technology (Prerequisite: ACED 2400 or CS 1000 or Exemption, 2.3 GPA)	_____	3
MKTG 3050 Intro to Marketing (Prerequisite: ECON 1500 or ECON 2106, and 2.3 GPA)	_____	3
ACED 4300-B Practicum in ACED (Prerequisite: All ACED Coursework Completed)	_____	3
ACED 4050 Workforce Dev. and Management (Prerequisite: 2.3 GPA)	_____	3
ACED 4070 Office Applications (Prerequisites: "C" or better in ACED 2050, ACED 2300, ACED 3400, 2.3 GPA; Restricted to OAT and BE majors)	_____	3
ACED 4160 Adm Office Procedures (Prerequisites: "C" or better in ACED 2050, ACED 2300, ACED 3400, 2.3 GPA; Restricted to OAT and BE majors)	_____	3
ACED 4550 Health and Safety in the Work Environment	_____	3
ACED 4820 Project Management	_____	3
Guided Electives (Choose 15 Hours—See List)		15
_____	____	3
_____	____	3
_____	____	3
_____	____	3
_____	____	3
TOTAL HOURS FOR GRADUATION		**120**

✓ **Students transferring to the BS in Office Administration & Technology must have "C" or better in all courses that transfer into Area F, the Major Course Requirements, and Guided Electives.**

✓ **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 the following ACED courses: ACED 4020, 4030, 4050, 4070, and 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.**