



Academic Map

Bachelor of Science in Office Administration and Technology (OAT)

Dear OAT Major:

This map is a term-by-term sample course schedule. The milestones listed below each term are designed to keep you on course to graduate ***within two to four years after transferring into the program***. This sample schedule is provided as a general guideline to help you build a schedule each term.

The elective courses must be selected with your advisor to satisfy all degree requirements. Up to 3 major and 6 elective credits may be earned through documented and verified experiential learning. Departmental exemption exams are available for: ACED 1100, 2000, 2050, 2300, 2400, and 3400. Depending on the number of courses that can be transferred in or earned via prior learning (exemption exams or experiential learning), the time frame for completing the degree may vary significantly from student to student.

The Bachelor of Science in Office Administration and Technology (OAT) is a rigorous program that prepares students to work as professional office personnel. Our graduates are employed in the private sector, government and public organizational settings, or they may pursue careers as business entrepreneurs. Valdosta State University is the only institution of higher learning in Georgia to offer a Bachelor Degree in Office Administration and Technology. Because of the critical need for efficient business office administrators with up-to-date computer hardware and software skills, our graduates are in high demand. The degree program can be completed fully online.

Students who complete the major in Office Administration and Technology will graduate with a Bachelor of Science degree. All OAT majors complete the core curriculum Areas A-F, with area F being specific to OAT. Students will follow a schedule and take classes as they are able to complete their junior and senior years.

Program websites:

<http://www.valdosta.edu/colleges/education/adult-and-career-education/degree-programs/undergraduate/OAT/welcome.php>

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Academic Map

Bachelor of Science in Office Administration and Technology (OAT)

OFFICE ADMINISTRATION & TECHNOLOGY SAMPLE SCHEDULE
Fall, Spring, and Summer Terms

***THE STUDENTS IN THIS OPTION MAY BE PART-TIME ADULT STUDENTS WHO ARE EMPLOYED FULL-TIME AND MAY NOT BE ABLE TO COMPLETE THIS PLAN AS PLOTTED BELOW. SEE ATTACHED ADJUSTED PLAN.**

YEAR 1					
TERM 1	Hrs.	TERM 2	Hrs.	TERM 3	Hrs.
ENGL 1101	3	ENGL 1102	3	ENGL 2111/2112/2113	3
MATH 1102	3	PERS	2	AREA D	3
PERS	2	HIST 2111/2112	3		
AREA D	4	AREA D	4		
Total hours	12	Total hours	12	Total hours	6
Milestones: Complete Georgia History requirement. Complete Georgia Govt. requirement. Declare major. Accumulate 30 or more collegiate credits.					

YEAR 2					
TERM 1	Hrs.	TERM 2	Hrs.	TERM 3	Hrs.
POLS 1101	3	AREA E	3	AREA E	3
ACED 1100 (Equivalent)	3	AREA C	3	AREA F Elective	3
ACED 2000 (Equivalent)	3	AREA F Elective	3		
ACED 2300 (Equivalent)	3	ACED 2400 (Equivalent)	3		
Total hours	12	Total hours	12	Total hours	6
Milestones: Accumulate 60 or more collegiate credits. Completed AREAS A-F.					

YEAR 3					
TERM 1	Hrs.	TERM 2	Hrs.	TERM 3	Hrs.
ACED 2700	3	ACED 2050	3	ACED 3150	3
ACED 3000	3	ACED 3101	3	ACED 3610	3
Major Elective (or Exp Cr)	3	ACED 3400	3		
Major Elective (or Exp Cr)	3	AREA F Elective	3		
Total hours	12	Total hours	12	Total hours	6
Milestones: Overall 2.3 GPA or higher; or 2.5 GPA in ACED Courses to take ACED 4XXX* courses. Submit ACED 2940/3940 (Exp Cr) Documentation for 3-9 credits (ACED 2940 or ACED 4300 Internship required; 3940 replaces Major Elective credits). Accumulate 90 or more collegiate credits.					

YEAR 4					
TERM 1	Hrs.	TERM 2	Hrs.	TERM 3	Hrs.
ACED 4020	3	ACED 4070*	3	ACED 4820	3
ACED 4050	3	ACED 4160*	3	ACED 4300 (or 2940)	3
Major Elective	3	Major Elective	3		
Major Elective	3	Major Elective	3		
Total hours	12	Total hours	12	Total hours	6
Milestones: Overall 2.3 GPA or higher; or 2.5 GPA in ACED Courses to take ACED 4XXX* courses. Apply for graduation one semester before anticipated date. Overall 2.0 GPA or higher to graduate. Accumulate 120 collegiate credits.					



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OAT SAMPLE ADJUSTED SCHEDULE
Fall, Spring, and Summer Terms

***THE PLAN BELOW IS FOR PART-TIME OAT STUDENTS**

YEAR 1					
TERM 1	Hrs.	TERM 2	Hrs.	TERM 3	Hrs.
ENGL 1101	3	ENGL 1102	3	ENGL 2111/2112	3
MATH 1102	3	PERS	2	AREA D	3
PERS	2	HIST 2111/2112	3		
AREA D	4	AREA D	4		
Total hours	12	Total hours	12	Total hours	6
Milestones: Complete Georgia History requirement. Complete Georgia Government requirement. Declare major. Overall 2.0 GPA or higher. Accumulate 30 or more collegiate credits.					

YEAR 2					
TERM 1	Hrs.	TERM 2	Hrs.	TERM 3	Hrs.
POLS 1101	3	AREA E	3	AREA E	3
ACED 1100 (Equivalent)	3	AREA C	3	AREA F Elective	3
ACED 2000 (Equivalent)	3	AREA F Elective	3		
ACED 2300(Equivalent)	3	ACED 2400 (Equivalent)	3		
Total hours	12	Total hours	12	Total hours	6
Milestones: Accumulate 60 or more collegiate credits. Completed AREAS A-F.					

YEAR 1 After Transfer					
TERM 1	Hrs.	TERM 2	Hrs.	TERM 3	Hrs.
Major Elective (or Exp Cr)	3	Major Elective (or Exp Cr)	3	ACED 3150	3
ACED 3000	3	ACED 3101	3		
Total hours	6	Total hours	6	Total hours	3
Milestones: Overall 2.3 GPA or higher; or 2.5 GPA in ACED Courses to take ACED 4XXX* courses. Submit ACED 2940/3940 (Exp Cr) Documentation for 3-9 credits (ACED 2940 or ACED 4300 Internship required; 3940 replaces Major Elective credits). Accumulate 75 or more collegiate credits.					

YEAR 2 After Transfer					
TERM 1	Hrs.	TERM 2	Hrs.	TERM 3	Hrs.
ACED 2700	3	ACED 2050	3	ACED 3610	3
AREA F Elective	3	ACED 3400	3		
Total hours	6	Total hours	6	Total hours	3
Milestones: Overall 2.3 GPA or higher; or 2.5 GPA in ACED Courses to take ACED 4XXX* courses. Accumulate 90 or more collegiate credits.					



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YEAR 3 After Transfer						
TERM 1	Hrs.	TERM 2	Hrs.	TERM 3	Hrs.	
ACED 4020	3	Major Elective	3	ACED 4820	3	
ACED 4050	3	Major Elective	3			
Total hours		6	Total hours		6	
				Total hours		3
Milestones: Apply for graduation one semester before anticipated date. Overall 2.3 GPA or higher; or 2.5 GPA in ACED Courses to take ACED 4XXX* courses. Accumulate 105 collegiate credits.						

YEAR 4 After Transfer						
TERM 1	Hrs.	TERM 2	Hrs.	TERM 3	Hrs.	
Major Elective	3	ACED 4070*	3	ACED 4300 (or 2940)	3	
Major Elective	3	ACED 4160*	3			
Total hours		6	Total hours		6	
				Total hours		3
Milestones: Overall 2.3 GPA or higher; or 2.5 GPA in ACED Courses to take ACED 4XXX* courses. Overall 2.0 GPA or higher to graduate. Accumulate 120 collegiate credits.						