

Welcome to Valdosta State University Department of Adult and Career Education

You have chosen a major in

Office Administration and Technology

Insert Advisor's
Information Here

HAVE THIS BOOKLET WITH YOU FOR ALL ADVISING APPOINTMENTS

This booklet is a tool for you to use to monitor your progress toward your Bachelor's of Science degree in Office Administration and Technology. This booklet provides advising information, advisor's and instructors' expectations, potential careers for you to explore, and a section for advising notes.

What can you expect from us?

- A commitment to professionalism
- A hands-on approach to learning
- A dedication to career guidance and advising

What do we expect from you?

- To check VSU email at least weekly!
- To commit to professionalism
- To attend class regularly
- To display a desire to learn and be successful in your chosen field
- To adhere to the VSU Code of Ethics
 - There will be NO TOLERANCE for student plagiarism, cheating on assignments, aiding in cheating, or other forms of academic dishonesty.
 - Offenses such as buying and selling papers or stealing an exam will result in immediate dismissal from the program (with a grade of "F") and referral to the VSU Disciplinary Committee.
- To dress in attire that is representative of an office professional in training
 - It is our goal to assist you in developing a more professional mindset about your appearance.
 - Therefore, the following articles should not be worn to class by either males or females: hoods, hats, baseball or skull caps, bandanas, doo-rags, sagging pants, pants with holes, tank tops, undershirts, T-shirts with inappropriate messages, attire which shows cleavage, back or stomach, and pajamas.



"Some corporations maintain a strict policy against visible tattoos, especially companies that must make a good impression on the general public. People say 'This is America. We should be able to do what we want.' But once you walk into a private employer's workplace, your rights are limited."

--Robert D. Lipman, Manager, Lipman & Plesur, LLP (New York employment firm)

ABOUT

Professionals in the field of office administration and technology are responsible for financial planning, billing, record keeping, personnel, physical distribution and logistics within an organization. They also plan work assignments for staff, supervise staff, request new office equipment and make repairs on existing equipment. The office administration and technology program at Valdosta State University prepares students for administrative, supportive and supervisory positions in business or industrial settings, professional offices, public institutions, and government agencies.

THE VSYOU DIFFERENCE

Students in the office administration and technology program at Valdosta State are trained on state-of-the-art equipment and are exposed to numerous areas of study, including business, economics, accounting, computer technology, desktop publishing, Web design, office management and more. Students work closely with faculty to hone their skills and become confident and competent office administrators. Students have the opportunity to further strengthen their skills through an internship course.



WHAT YOU'LL LEARN

Students in the office administration and technology program learn office procedures and management, document processing and design, communication skills, advanced keyboarding skills, advanced word processing skills and problem solving skills. Students also receive extensive training in business administration and gain knowledge that can help them qualify for managerial positions. The Bachelor of Science degree in office and administration technology can be earned online.

CAREERS IN OFFICE ADMINISTRATION AND TECHNOLOGY

- Administrative Assistant
- Branch Manager
- Community Service Manager
- Computer Support Specialist
- Customer Service Representative
- Desktop Publisher
- Executive Assistant
- Financial Records/Bookkeeper
- Human Resources Specialist
- Information Management Specialist
- Information Systems Manager
- Management Secretary
- Medical Office Manager
- Office Administrator
- Office Manager
- Payroll Manager
- Project Manager
- Property Manager
- Public Relations Specialist
- Purchasing Specialist
- Records Manager
- Retail Store Buyer
- Sales Manager
- Senior Administrative Specialist
- Staff Specialist
- Virtual Office Manager
- Web Page Designer

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

Student's Name	VSU eMail	VSU ID#	Catalog Year
AREA A -- ESSENTIAL SKILLS		AREA D -- SCIENCE, MATH & TECHNOLOGY	
9 SEM. HRS.		11 SEM. HRS.	
Course Name/No.	Grade Credit Hrs.	Course Name/No.	Grade Credit Hrs.
ENGL 1101	_____ <u>3</u>	Two courses required from the following:	
ENGL 1102	_____ <u>3</u>	ASTR 1010K	_____ <u>4</u>
One required from the following:		ASTR 1020K	_____ <u>4</u>
MATH 1101	_____ <u>3</u>	BIOL 1010/BIOL 1020L	_____ <u>4</u>
MATH 1111	_____ <u>3</u>	BIOL 1030/BIOL 1040L	_____ <u>4</u>
MATH 1113	_____ <u>3</u>	CHEM 1010	_____ <u>4</u>
MATH 2261	_____ <u>4</u>	CHEM 1151	_____ <u>4</u>
MATH 2262	_____ <u>4</u>	CHEM 1152	_____ <u>4</u>
AREA B -- INSTITUTIONAL OPTIONS		CHEM 1211	_____ <u>4</u>
TWO COURSES REQUIRED IN		CHEM 1212	_____ <u>4</u>
DIFFERENT PERSPECTIVES:		GEOG 1112K	_____ <u>4</u>
4 SEM. HRS.		GEOG 1113K	_____ <u>4</u>
Course Name/No.	Grade Credit Hrs.	GEOL 1121K	_____ <u>4</u>
1. Ethics/Values	_____ <u>2</u>	GEOL 1122K	_____ <u>4</u>
_____	_____ <u>2</u>	PHYS 1111K	_____ <u>4</u>
2. Tradition and Change	_____ <u>2</u>	PHYS 1112K	_____ <u>4</u>
_____	_____ <u>2</u>	PHYS 2211K	_____ <u>4</u>
3. Human Expression	_____ <u>2</u>	PHYS 2212K	_____ <u>4</u>
_____	_____ <u>2</u>	One course required from the following:	
4. Env./Physical World	_____ <u>2</u>	ASTR 1000	_____ <u>3</u>
_____	_____ <u>2</u>	BIOL 1050	_____ <u>3</u>
5. Race/Gender	_____ <u>2</u>	BIOL 1060	_____ <u>3</u>
_____	_____ <u>2</u>	BIOL 1070	_____ <u>3</u>
6. Cross-Cultural Understanding/Expression	_____ <u>2</u>	BIOL 1080	_____ <u>3</u>
_____	_____ <u>2</u>	BIOL 1090	_____ <u>3</u>
7. World of Work	_____ <u>2</u>	ENGR 1010	_____ <u>3</u>
_____	_____ <u>2</u>	GEOG/GEOL 1110	_____ <u>3</u>
AREA C -- HUMANITIES/FINE ARTS		MATH 1112	_____ <u>3</u>
6 SEM. HRS.		MATH 1261	_____ <u>3</u>
Course Name/No.	Grade Credit Hrs.	MATH 2620	_____ <u>3</u>
One required from the following:		MATH 2261	_____ <u>4</u>
ENGL 2111	_____ <u>3</u>	MATH 2262	_____ <u>4</u>
ENGL 2112	_____ <u>3</u>	PHSC 1100	_____ <u>3</u>
ENGL 2113	_____ <u>3</u>	AREA E -- SOCIAL SCIENCES	
One required from Humanities/Fine Arts listing:		12 SEM. HRS.	
_____	_____ <u>3</u>	Course Name/No.	Grade Credit Hrs.
AREA D -- SCIENCE, MATH & TECHNOLOGY		One required from the following two:	
11 SEM. HRS.		HIST 2111	_____ <u>3</u>
Course Name/No.	Grade Credit Hrs.	HIST 2112	_____ <u>3</u>
One required from the following:		Required:	
ENGL 2111	_____ <u>3</u>	POLS 1101	_____ <u>3</u>
ENGL 2112	_____ <u>3</u>	Two required from	
ENGL 2113	_____ <u>3</u>	Social Sciences list:	
One required from Humanities/Fine Arts listing:		_____	_____ <u>3</u>
_____	_____ <u>3</u>	_____	_____ <u>3</u>

Did You Know?

That the OAT (Office Administration and Technology) program offers an amazing internship opportunity in which students can obtain 3-credit hours as a primary course in our program (ACED 4300).

Internships are an integral part of a student's success before he or she enters the workforce. The OAT Internship Program facilitates structured, off-campus, learning-work experiences for students in a wide range of community organizations in Lowndes County and surrounding states.

The OAT Internship Program strives to help students integrate theory and knowledge gained in the classroom with real world applications that develop professional skills, increase confidence, and heighten career awareness.

Students may engage in internships in a variety of settings which match their academic goals, including profit and nonprofit organizations, medical, government, business, education, and finance careers.



Why Do An Internship?

- Explore your interests and gain valuable experience
- Apply theory and knowledge from the classroom
- Explore possible careers
- Gain confidence
- Develop new skills
- Earn college credit
- Get out of the classroom and into the real world
- Build your resume
- Network with employers and professionals
- **Transition into a job or prepare for graduate school**

**Special
Note**

An internship provides the opportunity to gain hands-on work experience that you just can't get in the classroom.

In addition, employers are usually more concerned with your work experience, and internships are often the only way to get the work experience you need to secure a job, so they're a vital part of your resume.

OAT Internship Guidelines

The OAT (**Office Administration and Technology**) program has collaboratively determined a minimum standard of requirements for all potential interns to adhere in an effort to provide an amazing internship opportunity.

All potential candidates must have taken and **passed** all ACED courses before the internship start date (Some exceptions may apply). In addition, all candidates must apply for admission to the OAT Internship Program by completing the **Internship Application**. The application consists of the following documents:

- OAT Internship Program Application
 - Internship Experience Summary (for Prospective Employers)
 - Potential Site Identification and Training Plan Form
 - Internship Dress Code Policy Form
 - Student Training Location Agreement
 - Unofficial Transcript (can be printed from Banner)
 - Criminal Background Check Form
- *Applicants must attend an Internship Orientation Session

Once accepted into the internship program, **students have the opportunity to locate a potential internship site or be placed at an internship site** at the discretion of the practicum coordinator. All internship sites must be **approved** by the internship coordinator.

All potential internship sites should provide students with the following:

1. A professional supervisor/mentor to serve as an onsite resource and liaison with the university.
2. Work related to the student's academic major (or area of study)
3. Hands-on work with increasing levels of responsibility.
4. A position or work assignments that will be professional in nature and will allow for challenging projects and tasks.
5. An environment that will require students to apply what was learned during coursework (theory, skill development, professionalism) to the work environment.

All interns must work a total of 220 hours during one semester. For example, **Spring Term is 15 weeks**, so interns will generally work a minimum of **15 hours** a week. Throughout the internship students will submit internship goals, evaluations, work logs, and a final paper based on their overall experience.

Please contact **Mrs. Amy Williams** (OAT Internship Coordinator) at **(229) 333-5652** or amywilliams@valdosta.edu for additional information.

Prior Learning Credit Opportunities for OAT Majors

Students entering the Office Administration & Technology (OAT) Degree program have several opportunities for earning course credit based on prior learning experience including: transfer credits from previous institutions, experiential learning credits, departmental exemption exams, and College Level Examination Program (CLEP) tests.

TRANSFER CREDITS

The VSU Admissions Department records transfer credits based on official transcripts from previous institutions. In particular, students who have completed an Associate of Applied Science in Accounting, Business Technology, Health Information Technology, Business Management, or Marketing Management at any Pathways Partner institution can transfer 45 or more credit hours of their AAS into the Bachelor of Science in OAT.

EXPERIENTIAL LEARNING CREDITS

To graduate from the OAT Degree program, a student must either complete an internship course (ACED 4300) or they may instead document a minimum of three years' of experiential learning through work experience in an office. A maximum of 9 credits for the following courses may be awarded for learning by experience upon approval of the appropriate documentation.

- ACED 2940--3 credits for 3 years of related office experience
- ACED 3940--3-6 additional Guided Elective credits for years of related office experience beyond the initial 3 credits awarded for ACED 2940

Tuition is not charged for ACED 2940 or 3940, and a grade of "S" is posted on the transcript, which does not affect a student's GPA. The Experiential Learning Credit form can be found at the following link:

<http://www.valdosta.edu/colleges/education/adult-and-career-education/documents/oat-obc-experiential-learning-credit-form.doc>

DEPARTMENTAL EXEMPTION EXAMS

Students may also earn credit for prior learning by passing exemption exams for the following courses in the OAT Degree program.

- ACED 1100 Introduction to Business
- ACED 2000 Keyboarding
- ACED 2050 Communication for the Workplace
- ACED 2300 Intermediate Keyboarding
- ACED 3400 Applied Computer Technology

Information about ACED exemption exams can be found at the following link:

<http://www.valdosta.edu/colleges/education/adult-and-career-education/exemption-exams/>

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

Valdosta State University students may receive college credit for certain courses based on scores on the College Level Examination Program (CLEP) test. The Office of Testing coordinates the administration dates for the examinations. Information about CLEP can be found at the following link:

<https://www.valdosta.edu/academics/academic-affairs/advising/clep.php>

OAT Course Rotation Schedule

The following course rotation schedule lists the semesters when each course will be offered according to the OAT Academic Map. This rotation is designed to keep students on track to graduate within two to four years after transferring into the program. Some courses may be offered during additional semesters depending on demand. Please use this course rotation to help plan your coursework. Courses for Core Areas A-E and Guided Electives can be found through VSU on-campus, VSU eLearning, SmartPath, or eCore.

Semester	Course Nbr	Course Name		Credits
Area F Courses				
Fall	ACED 1100	Introduction to Business	Exemption	3
Fall	ACED 2000	Beginning Keyboarding	Exemption	3
Sprg	ACED 2400	Computer Technology for the Workplace	Exemption	3
Area F Electives				
Fall & Sum	ACCT 2101	Principles of Accounting (COB)		3
Fall & Sum	ECON 1500	Survey of Economics (COB)		3
Sprg & Sum	BUSA 2106	Legal Environment of Business (COB)		3
Major Course Requirements				
Sprg	ACED 2050	Communication for the Workplace	Exemption	3
Fall	ACED 2300	Intermediate Keyboarding	Exemption	3
Fall	ACED 2700	Desktop Publishing		3
Fall	ACED 2940	Experiential Learning Credit (or ACED 4300 Practicum/Internship)		3
Fall	ACED 3000	Office Calculations & Recordkeeping		3
Sprg	ACED 3101	Workplace Computer Bookkeeping		3
Sum	ACED 3150	Office Computer Operating Systems		3
Sprg	ACED 3400	Applied Computer Technology	Exemption	3
Sum	ACED 3610	Web Design and Multimedia		3
Sprg	ACED 4020	Virtual Office Technology		3
Fall	ACED 4050	Workforce Development and Management		3
Sprg	ACED 4070	Office Applications		3
Sprg	ACED 4160	Administrative Office Procedures		3
Sum	ACED 4300	Practicum/Internship (or ACED 2940 Experiential Learning Credit)		3
Sum	ACED 4820	Project Management for Technical Professionals		3



Bachelor of Science in Office Administration and Technology (OAT) ACADEMIC MAP

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>

Office Location: Dewar College of Education & Human Services, Room 2020

Mapping Coordinators: Dr. Vesta Whisler & Dr. Iris Ellis

E-mail: vrwhisler@valdosta.edu or icellis@valdosta.edu



Bachelor of Science in Office Administration and Technology (OAT) ACADEMIC MAP - For Full-Time Students

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

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.

Bachelor of Science in Office Administration and Technology (OAT)

ACADEMIC MAP – For Part-Time Students

OAT SAMPLE ADJUSTED SCHEDULE (Fall, Spring, and Summer Terms)

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.					
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.					

Student Name:_____ **Phone:**_____

Student Number: 870 VSU EMAIL ADDRESS:_____@valdosta.edu

<p style="text-align: center;">Spring Semester, 20____</p> <p>Signature_____Date_____</p>	<p style="text-align: center;">Summer Semester, 20____</p> <p>Signature_____Date_____</p>
<p style="text-align: center;">Fall Semester, 20____</p> <p>Signature_____Date_____</p>	<p style="text-align: center;">Spring Semester, 20____</p> <p>Signature_____Date_____</p>
<p style="text-align: center;">Summer Semester, 20____</p> <p>Signature_____Date_____</p>	<p style="text-align: center;">Fall Semester, 20____</p> <p>Signature_____Date_____</p>
<p style="text-align: center;">Spring Semester, 20____</p> <p>Signature_____Date_____</p>	<p style="text-align: center;">Summer Semester, 20____</p> <p>Signature_____Date_____</p>

- WILL COMPLETE INTERNSHIP DURING: F SP SU 20____ (Meet with **Mrs. Williams** one semester in advance for ACED 4300B Seminar and placement)
- MUST ATTEND CAREER SERVICES WORKSHOP SEMESTER BEFORE INTERNSHIP (**Note: Workshop is not offered during summer semester, so summer & fall interns must attend spring workshop**) F SP 20____
- APPLY FOR GRADUATION DURING: F SP SU 20____ Semester

