

## Program Map

### Bachelor of Science in Office Administration and Technology (OAT)

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

While there is flexibility in this program to accommodate your current or future career goals, elective courses must satisfy degree requirements. Select your elective courses in coordination with your advisor to support your personal and career goals.

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's 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 VSU Core IMPACTS Areas plus 18 hours of credit in the OAT Field of Study, which can include courses in a variety of departments across campus. Generally, students complete their major course requirements, upper-level major electives, and general electives in their junior and senior years. However, it is not uncommon for students to go back and pick up a missing science or humanities course.

Depending on the number of courses that transfer into the program, the timeframe for completing the degree may vary significantly from student to student. Departmental exemption exams are available ACED 2050, 2400, and 3400. Currently, they are offered only at the VSU Testing Center.

Program website:

<https://www.valdosta.edu/colleges/education/ltdw/adult-and-career-education/degree-programs/undergraduate/OAT/>

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**Program Map**  
**Bachelor of Science in Office Administration and Technology (OAT)**

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

\*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 (Area C)	3	ENGL 1102 (Area C)	3	ENGL 2111/2112 (Area A)	3
MATH 1102 (Area M)	3	Area I (Institutional Priority)	3	Area T (Tech, Math, Science)	3
Area I (Institutional Priority)	2	HIST 2111/2112 (Area P)	3		
Area T (Tech, Math, Science)	4	Area T (Tech, Math, Science)	3		
Total hours	12	Total hours	12	Total hours	6
<b>Milestones:</b> Complete Georgia History requirement. Complete Georgia Government requirement. Declare major. Accumulate 30 or more collegiate credits.					

YEAR 2					
TERM 1	Hrs.	TERM 2	Hrs.	TERM 3	Hrs.
POLS 1101 (Area P)	3	AREA S (Social Sciences)	3	AREA S (Social Sciences)	3
Field of Study Elective	3	Area A (Arts, Hum., Ethics)	3	Field of Study Elective	3
Field of Study Elective	3	Field of Study Elective	3		
Field of Study Elective	3	ACED 2400 (or CS 1000)	3		
Total hours	12	Total hours	12	Total hours	6
<b>Milestones:</b> Accumulate 60 or more collegiate credits. <b>Complete AREAS A-F.</b>					

YEAR 3					
TERM 1	Hrs.	TERM 2	Hrs.	TERM 3	Hrs.
BUSA 2106	3	ACED 2050	3	ACED 3400	3
ACED 3000	3	ACED 3101	3	MGNT 3500	3
Field of Study Elective	3	PSYC 3800	3		
UL Major Elective	3	UL Major Elective	3		
Total hours	12	Total hours	12	Total hours	6
<b>Milestones:</b> 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 4					
TERM 1	Hrs.	TERM 2	Hrs.	TERM 3	Hrs.
ACED 4060	3	ACED 4040	3	ACED 4820	3
ACED 4170	3	ACED 4050	3	General Elective	3
UL Major Elective	3	ACED 4180	3		
General Elective	3	General Elective	3		
Total hours	12	Total hours	12	Total hours	6
<b>Milestones:</b> Overall 2.3 GPA or higher or 2.5 GPA in ACED courses to take ACED 4XXX* courses. Apply for graduation one semester before the anticipated date. Overall 2.0 GPA or higher to graduate. Accumulate 120 collegiate credits.					

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**Bachelor of Science in Office Administration and Technology (OAT)**

**OAT SAMPLE ADJUSTED SCHEDULE**  
Fall, Spring, and Summer Terms

\*The sample plan below is for part-time or transfer OAT students.

YEAR 1					
TERM 1	Hrs.	TERM 2	Hrs.	TERM 3	Hrs.
ENGL 1101 (Area C)	3	ENGL 1102 (Area C)	3	ENGL 2111/2112 (Area A)	3
MATH 1102 (Area M)	3	Area I (Institutional Priority)	3	Area T (Tech, Math, Science)	3
Area I (Institutional Priority)	2	HIST 2111/2112 (Area P)	3		
Area T (Tech, Math, Science)	4	Area T (Tech, Math, Science)	3		
Total hours	12	Total hours	12	Total hours	6
<b>Milestones:</b> 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 (Area P)	3	AREA S (Social Sciences)	3	AREA S (Social Sciences)	3
Field of Study Elective	3	Area A (Arts, Hum., Ethics)	3	Field of Study Elective	3
Field of Study Elective	3	Field of Study Elective	3		
Field of Study Elective	3	ACED 2400 (or CS 1000)	3		
Total hours	12	Total hours	12	Total hours	6
<b>Milestones:</b> Accumulate 60 or more collegiate credits. <b>Complete AREAS A-F.</b>					

YEAR 1 After Transfer					
TERM 1	Hrs.	TERM 2	Hrs.	TERM 3	Hrs.
BUSA 2106	3	ACED 2050	3	ACED 3400	3
ACED 3000	3	ACED 3101	3		
Total hours	6	Total hours	6	Total hours	3
<b>Milestones:</b> Overall 2.3 GPA or higher or 2.5 GPA in ACED courses to take ACED 4XXX* courses. Accumulate 75 or more collegiate credits.					

YEAR 2 After Transfer					
TERM 1	Hrs.	TERM 2	Hrs.	TERM 3	Hrs.
Field of Study Elective	3	PSYC 3800	3	MGNT 3500	3
UL Major Elective	3	UL Major Elective	3		
Total hours	6	Total hours	6	Total hours	3
<b>Milestones:</b> Overall 2.3 GPA or higher or 2.5 GPA in ACED courses to take ACED 4XXX* courses. Accumulate 90 collegiate credits.					



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YEAR 3 After Transfer					
TERM 1	Hrs.	TERM 2	Hrs.	TERM 3	Hrs.
ACED 4060	3	ACED 4040	3	ACED 4820	3
UL Major Elective	3	ACED 4050	3		
Total hours	6	Total hours	6	Total hours	3
<b>Milestones:</b> Apply for graduation one semester before the 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.
ACED 4170	3	ACED 4180	3	General Elective	3
General Elective	3	General Elective	3		
Total hours	6	Total hours	6	Total hours	3
<b>Milestones:</b> 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.					