## **VALDOSTA STATE UNIVERSITY ADVISOR CHECK SHEET**

## **Bachelor of Science Degree**

# Major: Office Administration and Technology Online Bachelor Completion Option for Working Adults (OAT- OBC)

Department	Student's Name	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. Gr	ade Credit Hrs.
ENGL 1101	3	Two courses required from the following	ng:
ENGL 1102	<u>3</u> <u>3</u>	ASTR 1010K	· .
One required from the following:	<del></del>	ASTR 1020K	<u>4</u>
MATH 1101		BIOL 1010/BIOL 1020L	
MATH 1111		BIOL 1030/BIOL 1040L	4
MATH 1113		0115144040	4
MATH 2261	<u>4</u>		
MATH 2262	4	CHEM 1152	4
	<del></del>	CHEM 1211	
AREA B INSTITUTIONAL OPTION	ONS		4
TWO COURSES REQUIRED IN			4
DIFFERENT PERSPECTIVES:	4 SEM. HRS.		4
DITTERENT LENGT LOTTVLO.	4 <b>62</b> m 1 m 6 m	GEOL 1121K	<u>4</u>
Course Name/No.	Grade Credit Hrs.	GEOL 1122K	<u>4</u>
1. Ethics/Values	Grado Grodit i iio.	DLIVO AAAAIZ	4
	2	DI D. C. 4.4.614	4
		PHYS 2211K	
2. Tradition and Change		PHYS 2212K	
	2	One course required from the following	4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4
		ASTR 1000	3
3. Human Expression		BIOL 1050	
			3
	<u>_</u>		<u>3</u>
4. Env./Physical World		BIOL 1080	
	2	DIOI 4000	<u>3</u>
	<u>_</u>		
5. Race/Gender			<u>3</u>
	2		<u>3</u>
	<u>_</u>	MATH 1261	<u>~</u>
6. Cross-Cultural Understanding/Expression		MATH 2620	<u>~</u>
o. Oross Cultural Oriderstarialing/E/		MATH 2261	
		MATH 2262	
7. World of Work		PHSC 1100	<u></u>
			<u>~</u>
		AREA E SOCIAL SCIENCES	
AREA C HUMANITIES/FINE AR	TS		12 SEM. HRS.
THE TIOMANTILON INC. AN	6 SEM. HRS.	Course Name/No. Gr	ade Credit Hrs.
Course Name/No.	Grade Credit Hrs.	One required from the following two:	2.23 C.Odit 1110.
One required from the following:	Grade Gredit IIIs.	HIST 2111	3
ENGL 2110	2	HIST 2112	<u>3</u> <u>3</u>
ENGL 2110 ENGL 2120	<u>3</u>	Required:	<u> </u>
ENGL 2120 ENGL 2130	<u>3</u>	POLS 1101	
		Two required from	<u> </u>
ENGL 2140	<u>3</u>	Social Sciences list:	
One required from Humanities/Fine	Arta liating:	Coda Colonoco not.	3
One required from Duffatilities/FINE	: ศาเอ แอแทน.		

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#### AREA F -- COURSES APPROPRIATE MAJOR COURSE REQUIREMENTS TO THE MAJOR 18 SEM. HRS. 60 SEM. HRS. Grade Credit Hrs. Course Name/No. Course Name/No. Grade Credit Hrs. ACED1100 Intro. to Bus. ACED 2050 Comm. for the Wkplace 3 (Prerequisite: ENGL 1102) 3 ACED 2000 Into Keyboarding ACED 2940 Basic Office Adm 3 (or Exemption Exam) & Tech skills ACED 2400 Computer Technology for the Workplace ACED 3000 Inter. Keyboarding 3 (Prerequisite: ACED 2000 or exemption exam) (or CS 1000 or Exemption Exam) 3 \*ACCT 2101 Prin. of Acc. I ACED 3100 Computer Systems ACED 3101 Workplace Computer Bookkeeping \*BUSA 2106 Legal Env. of Bus. \*ECON 1500 Surv. of Econ. (Prerequisite: ACED 2400 or 3 (or Econ 2106) CS 1000 & ACCT 2101) \*Must be completed before the College of Business courses in the ACED 3150 Comp. Operating 3 Major Course Requirements can be taken. Systems for the Office ACED 3400 Appl. Comp Tech 3 (Prerequisite: ACED 2400 or CS 1000) ACED 3610 Web Design and 3 When the advisee is prepared to have these credits Multimedia evaluated for graduation, this form should be signed and (Prerequisite: ACED 2400 or CS 1000) presented to the Registrar at least two semesters before ACED 3700 Desktop Publishing 3 all requirements are met. RETAIN A COPY OF THIS (Prerequisite: ACED 2400 or CS 1000) COMPLETED FORM IN ADVISEE'S FOLDER. 3 ACED 4020 Virtual Off. Tech. (Prerequisite: ACED 2400 or CS 1000) ACED 4050 Workforce Dev. and Management <u>3</u> Student's Signature Date (Prerequisite: 2.3 GPA) ACED 4070 Office Applications (Prerequisites: ACED 2050, ACED 3000, 2.3 GPA) Advisor's Signature Date ACED 4160 Adm. Office Proc. 3 (Prerequisites: ACED 3000, ACED 3400, 2.3 GPA) ACED 4810 Contemporary Skills for \_\_\_\_\_ 3 **Guided Electives:** the Workplace (ACED2940, ACED3600, ACED3940, ACED4550, ACED4820, 3 MKTG 3050 Intro. to Marketing ACCT2102, AFAM2020, BUSA2100, BUSA3200, COMM1100, (Prerequisite: Econ 1500 or 2106) COMM1110, COMM2300, CS1010, CS1301, ECON1500, ECON2105, ECON2106, ENGL2080, ENGL3010, ENGL3020, FIN2380, FIN3350, KSPE2000, KSPE2800, LEAS1100, LEAS3200, LIBS1000, MGNT3250, MGNT3910, MGNT4000, **Guided Electives (Choose 15 Hours)** MGNT4800, MKTG4680, MKTG4750, PERS2110, PERS2485, PERS2660, PERS2680, PERS2700, PERS2730, PERS2750, PHIL3150, SPAN1001, SPAN1002, THEA1000, AND/OR other Advisor-approved Electives).

### ADDITIONAL REQUIREMENTS—(For more information please visit http://www.valdosta.edu/go/oatonline)

TOTAL HOURS FOR GRADUATION

120

- ✓ Students will (1) submit an Application for Admission to OAT-OBC, (2) complete Area A-F requirements, (3) demonstrate online readiness, and (4) validate a minimum of three years' experiential credit (ACED 2940) before being fully admitted to the OAT-OBC option.
- ✓ Once fully admitted, OAT-OBC majors will be allowed priority registration for online ACED major courses according to the OAT-OBC Master Schedule.
- ✓ OAT- OBC majors may take NO MORE than 30 hours of coursework from the College of Business.
- ✓ OAT-OBC majors must have an overall minimum 2.3 GPA before enrolling in ACED 4050, 4070, and 4160.