

VALDOSTA STATE UNIVERSITY ADVISOR CHECK SHEET
Bachelor of Science Degree
Major: Office Administration and Technology
Online Bachelor Completion Option for Working Adults (OAT- OBC)

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	_____	<u>3</u>
ENGL 1102	_____	<u>3</u>
One required from the following:		
MATH 1101	_____	<u>3</u>
MATH 1111	_____	<u>3</u>
MATH 1113	_____	<u>3</u>
MATH 2261	_____	<u>4</u>
MATH 2262	_____	<u>4</u>

AREA B -- INSTITUTIONAL OPTIONS

TWO COURSES REQUIRED IN DIFFERENT PERSPECTIVES:

4 SEM. HRS.

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

AREA C -- HUMANITIES/FINE ARTS

6 SEM. HRS.

Course Name/No.	Grade	Credit Hrs.
One required from the following:		
ENGL 2111	_____	<u>3</u>
ENGL 2112	_____	<u>3</u>
ENGL 2113	_____	<u>3</u>
ENGL 2140	_____	<u>3</u>
One required from Humanities/Fine Arts listing:		
_____	_____	<u>3</u>

AREA D -- SCIENCE, MATH & TECHNOLOGY

11 SEM. HRS.

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

AREA E -- SOCIAL SCIENCES

12 SEM. HRS.

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

AREA F -- COURSES APPROPRIATE TO THE MAJOR

Course Name/No.	Grade	18 SEM. HRS. Credit Hrs.
ACED1100 Introduction. to Business	_____	<u>3</u>
ACED 2000 Intro. to Keyboarding (or Exemption Exam)	_____	<u>3</u>
ACED 2400 Computer Technology for the Workplace (or CS 1000 or Exemption Exam)	_____	<u>3</u>
*ACCT 2101 Principles of Accounting	_____	<u>3</u>
*BUSA 2106 Legal Env. of Bus.)	_____	<u>3</u>
*ECON 1500 Survey of Econ (or Econ 2106 Microeconomics)	_____	<u>3</u>

*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's Signature Date

Advisor's Signature Date

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

ACED 3600, ACED 3940, 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

MAJOR COURSE REQUIREMENTS

Course Name/No.	Grade	60 SEM. HRS. Credit Hrs.
ACED 2050 Comm. for the Wkplace. (Prerequisite: ENGL 1102)	_____	<u>3</u>
ACED 2300 Intermediate Keyboarding (Prerequisite: ACED 2000 or Exemption Exam)	_____	<u>3</u>
ACED 2700 Desktop Publishing (Prerequisite: ACED 2400 or CS 1000 or Exemption)	_____	<u>3</u>
ACED 2940 Basic Office Adm. & Tech Skills (Experiential Credit)	_____	<u>3</u>
ACED 3101 Computerized Office Accounting (Prerequisite: ACED 2400 or CS 1000 & ACCT 2101)	_____	<u>3</u>
ACED 3150 Computer Systems for the Office	_____	<u>3</u>
ACED 3400 Appl Comp Technology (Prerequisite: ACED 2400 or CS 1000 or Exemption Exam)	_____	<u>3</u>
ACED 3610 Web Design and Multimedia (Prerequisite: ACED 2400 or CS 1000 or Exemption Exam)	_____	<u>3</u>
ACED 4020 Virtual Office Technology (Prerequisite: ACED 2400 or CS 1000 or Exemption, 2.3 GPA)	_____	<u>3</u>
ACED 4050 Workforce Dev. and Management (Prerequisite: 2.3 GPA)	_____	<u>3</u>
ACED 4070 Office Applications (Prerequisites: "C" or better in ACED 2050, ACED 2300, ACED 3400, 2.3 GPA; Restricted to OAT and BE majors)	_____	<u>3</u>
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)	_____	<u>3</u>
ACED 4550 Health and Safety in the Work Environment	_____	<u>3</u>
ACED 4820 Project Management	_____	<u>3</u>
MKTG 3050 Intro. to Marketing (Prerequisite: ECON 1500 or ECON 2106)	_____	<u>3</u>

Guided Electives (Choose 15 Hours)	15
_____	<u>3</u>
_____	<u>3</u>
_____	<u>3</u>
_____	<u>3</u>
_____	<u>3</u>

TOTAL HOURS FOR GRADUATION 120

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

- ✓ 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 Rotation.
- ✓ 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 the following ACED courses: ACED 4020, 4050, 4070, and 4160.
- ✓ Students will submit an ePortfolio to their OAT-OBC Advisor for assessment before the end of their final semester.
- ✓ Per VSU requirements, students must make a C or better in all courses listed in Area F and under MAJOR COURSE REQUIREMENTS (including Guided Electives).