

# Bachelor of Science with a Major in Office Administration and Technology

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## Selected Educational Outcomes

1. Students will demonstrate the ability to integrate into simulated activities higher level office administration skills as follows:
  - a. decision-making
  - b. spreadsheet creation
  - c. presentation and communication
  - d. word processing
  - e. desktop publishing
2. Program interns will demonstrate an acceptable level of competence in workplace skills.
3. Program graduates will report an adequate level of their perceived competence with the following computer technology applications:
  - a. operating system software
  - b. word processing software
  - c. e-mail and messaging software
  - d. database software
  - e. spreadsheet software
  - f. presentation software
  - g. desktop publishing software
  - h. computerized accounting software
  - i. webpage design software.

## Examples of Outcome Assessments

1. Students will be assessed on their performance on simulated activities in ACED 4160 (Administrative Office Procedures).
2. Program interns will be assessed on their practicum experience through direct observation using a rating scale by the job site supervisor. Program interns and job site supervisors will complete a post-practicum survey designed to identify program strengths and weaknesses.
3. Program graduates will respond to a survey relating their perceptions about their preparation for using a variety of computer/technology applications.

## Requirements for the B.S. Degree with a Major in Office Administration and Technology

<b>Core Curriculum</b>		60
Core Areas A-E (See VSU Core Curriculum)		42
Area F Requirements		
ACED 1100 & ACED 2000	Introduction to Business and Beginning Keyboarding	6
ACED 2400 or CS 1000	Computer Technology for the Workplace Introduction to Microcomputers and Applications	3
ACCT 2101	Principles of Accounting I	3
BUSA 2106	The Environment of Business	3
ECON 1500 or ECON 2106	Survey of Economics Principles of Microeconomics	3
All courses in Area F must be completed with a grade of "C" or better.		
<b>Major Course Requirements</b>		60
ACED 2050	Communications for the Workplace	3
ACED 2300	Intermediate Keyboarding	3
ACED 2700	Desktop Publishing	3
ACED 3101 & ACED 3150	Computerized Office Accounting and Computer Systems for the Office	6
ACED 3400	Applied Computer Technology	3

ACED 3610	Web Design and Multimedia	3
ACED 4020	Virtual Office Technology	3
MKTG 3050	Introduction to Marketing	3
ACED 4050	Workforce Development and Management	3
ACED 4070	Office Applications	3
ACED 4160	Administrative Office Procedures	3
ACED 4300	Practicum in Adult and Career Education	3
ACED 4550	Health and Safety in the Work Environment	3
ACED 4820	Project Management for Technical Professionals	3
<b>Guided Electives</b>		<b>15</b>
Select 15 hours; at least 6 hours must be at the 3000- or 4000- level:		15
ACED 2940	Basic Admin Office Tech Skills	
ACED 3940	Interm Admin Office Tech Skills	
ACED 3600	History and Philosophy of Career Education	
ACED 4810	Contemporary Skills for the Workplace	
ACCT 2102	Principles of Accounting II	
AFAM 2020	Race, Class, and Gender	
BUSA 2100	Applied Business Statistics	
BUSA 3200	Free Enterprise Education	
COMM 1100	Human Communication	
COMM 1110	Public Speaking	
COMM 2300	Interpersonal Communication	
CS 1010	Algorithmic Problem Solving	
CS 1301	Principles of Programming I	
ECON 1500	Survey of Economics	
ECON 2105	Principles of Macroeconomics	
ECON 2106	Principles of Microeconomics	
ENGL 2080	Grammar and Style	
ENGL 3010	Writing for Business	
ENGL 3020	Technical Writing and Editing	
FIN 1500	Fundamentals of Personal Finance	
FIN 3350	Financial Management	
KSPE 2000	Health and Wellness for Life	
KSPE 2800		
LEAS 1100	Introduction to Paralegalism	
LEAS 3200	Legal Research I	
LIBS 1000	Introduction to Library Resources	
MGNT 3250	Management and Organization Behavior	
MGNT 3910	Small Business Management	
MGNT 4000	Human Resource Management	
MGNT 4800	International Management	
MKTG 4680	International Marketing	
MKTG 4750	Marketing of Services	
PERS 2110	Ethical Concepts in Technology	
PERS 2485	Medical Terminology for Health and Wellness	
PERS 2680	Crossroads, Cross Cultures: Exploring the Global Village	
PERS 2730	Internet Technology	
PERS 2750	Exploring the Information Society	
PHIL 3150	Ethics and Business	
SPAN 1001	Beginning Spanish Language and Introduction to Hispanic Cultures, I	
SPAN 1002	Beginning Spanish Language and Introduction to Hispanic Cultures, II	
THEA 1000	Voice and Diction	

or other advisor-approved electives

**Total hours required for the degree**

120

## Online Bachelor Completion Option

### Selected Educational Outcomes

1. Program graduates will demonstrate an acceptable level of competency in job skills.
2. Program graduates will demonstrate the ability to integrate into simulated activities such higher level office administration skills as decision-making skills, communication skills, advanced keyboarding skills, advanced word processing skills, and problem-solving skills.
3. Program graduates will report an adequate level of perceived competence in a variety of computer technology applications, such as desktop publishing, multimedia applications, word processing, spreadsheets, databases, and presentation software.

### Examples of Outcome Assessments

1. Students will be assessed through an e-portfolio that will be submitted before the end of their final semester.
2. Students will be assessed on their performance of simulated activities in ACED 4160 (Administrative Office Procedures).
3. Students will respond to a survey relating to their perceptions about their preparation for using a variety of computer/technology applications.

### Admission to Online Bachelor Completion Option

Students must be admitted to the Online Bachelor Completion (OBC) Option in order to enroll in junior- and senior-level OAT-OBC course work. The requirements for admission into the OBC Option are that the student will have:

1. met University System of Georgia core curriculum requirements (or equivalent).
2. achieved at least an overall 2.3 GPA.
3. successfully completed all Area F courses (or exemptions) with a grade of "C" or better.
4. successfully qualified for 3 experiential credits in ACED 2940 with a minimum of 3 years of valid, verifiable work experience.
5. provided evidence of online readiness through an assessment tool such as the University System of Georgia's Student Online Readiness Tool (SORT).

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<b>Core Curriculum</b>		60
Core Areas A-E (See VSU Core Curriculum)		42
Area F Requirements		
ACED 1100 & ACED 2000	Introduction to Business and Beginning Keyboarding	3
ACED 2400 or CS 1000	Computer Technology for the Workplace Introduction to Microcomputers and Applications	3
ACCT 2101	Principles of Accounting I	3
BUSA 2106	The Environment of Business	3
ECON 1500 or ECON 2106	Survey of Economics Principles of Microeconomics	3
All courses in Area F must be completed with a grade of "C" or better.		
<b>Major Course Requirements</b>		60
ACED 2050	Communications for the Workplace	3
ACED 2300	Intermediate Keyboarding	3
ACED 2700	Desktop Publishing	3
ACED 2940	Basic Admin Office Tech Skills	3
ACED 3101	Computerized Office Accounting	3
ACED 3150	Computer Systems for the Office	3
ACED 3400	Applied Computer Technology	3
ACED 3610	Web Design and Multimedia	3
ACED 4020	Virtual Office Technology	3
MKTG 3050	Introduction to Marketing	3
ACED 4050	Workforce Development and Management	3

ACED 4070	Office Applications	3
ACED 4160	Administrative Office Procedures	3
ACED 4550 & ACED 4820	Health and Safety in the Work Environment and Project Management for Technical Professionals	6
<b>Guided Electives</b>		<b>15</b>
Select 15 hours; at least 6 hours must be at the 3000- or 4000- level		15
ACED 3600	History and Philosophy of Career Education	
ACED 3940	Intern Admin Office Tech Skills	
ACED 4810	Contemporary Skills for the Workplace	
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AFAM 2020	Race, Class, and Gender	
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THEA 1000	Voice and Diction	
or other advisor-approved electives		
<b>Total hours required for the degree</b>		<b>120</b>