Bachelor of Science with a Major in Office Administration and Technology

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. communication
   c. data management
   d. spreadsheet creation
   e. computerized accounting
   f. presentation
   g. word processing
   h. desktop publishing
   i. web design
   j. project management
2. Students 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. Students who document experiential learning credit will be assessed through an e-portfolio that they will submit before the end of their final semester instead of through the internship.
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

Code	Title	Hours
Core Curriculum		**60**
Core Areas A-E (See VSU Core Curriculum)		42
Area F Requirements		
ACED 1100	Introduction to Business	3
ACED 2000	Beginning Keyboarding	3
ACED 2400	Computer Technology for the Workplace	3
or CS 1000	Introduction to Microcomputers and Applications	
Area F Electives		9
Select 9 hours from the following:		
ACCT 2101	Principles of Accounting I	
BUSA 2106	The Environment of Business	
ECON 1500	Survey of Economics	

ECON 2106	Principles of Microeconomics	
Other advisor-approved technology- or business-related elective		
All courses in Area F must be completed with a grade of "C" or better.		
Major Course Requirements		**60**
ACED 2050	Communications for the Workplace	3
ACED 2300	Intermediate Keyboarding	3
ACED 2700	Desktop Publishing	3
ACED 3000	Office Calculations and Recordkeeping	3
ACED 3101 & ACED 3150	Computerized Office Accounting and Computer Systems for the Office	6
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
ACED 4050	Workforce Development and Management for Technical Leaders	3
ACED 4070	Advanced Document Processing	3
ACED 4160	Administrative Office Procedures	3
ACED 4820	Project Management for Technical Leaders	3
ACED 4300	Practicum in Adult and Career Education	3
or ACED 2940	Basic Admin Office Tech Skills	
Guided Electives		**18**
Students need a total of 39 hours of course work at the 3000-4000 level in the Major and Guided Electives;		
ACED 2940	Basic Admin Office Tech Skills	
ACED 3600	History and Philosophy of Career Education	
ACED 3800	Multicultural Workforce Issues for Technical Leaders	
ACED 3940	Interm Admin Office Tech Sklls	
ACED 4300	Practicum in Adult and Career Education	
ACED 4550	Health and Safety in the Work Environment	
ACED 4810	Contemporary Skills for the Workplace	
ACED 4830	Technology, Work and Performance for Technical Leaders	
ACCT 2099	Accounting Principles for Entrepreneurs	
ACCT 2102	Principles of Accounting II	
AFAM 2020	Race, Class, and Gender	
BUSA 2100	Applied Business Statistics	
BUSA 2106	The Environment of Business	
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	Professional Writing	
ENGL 3020	Technical Writing and Editing	
FIN 1500	Fundamentals of Personal Finance	
FIN 3350	Financial Management	
KSPE 2000	Health and Wellness for Life	
LEAS 1100	Introduction to Paralegalism	
LEAS 3200	Legal Research I	

LEAS 3201	Legal Research II
LEAS 3230	Criminal Law and Procedure for the Paralegal
ORGL 4210	Consumer Law
ORGL 4220	Administrative Law
ORGL 4230	The Law of Real Property Transactions
MGNT 3250	Management and Organization Behavior
MGNT 3910	Small Business Management
MGNT 4000	Human Resource Management
MGNT 4800	International Management
MKTG 3050	Introduction to Marketing
MKTG 4680	International Marketing
MKTG 4750	Marketing of Services
ORGL 3000	Reflective Seminar I: Self as Learner
ORGL 3050	Reflective Seminar II: Self in Context
ORGL 4000	Reflective Seminar III: Transforming Self, Self-Transformation
POLS 3600	Introduction to Public Administration
POLS 3610	Public Administration and Public Policy Formation
POLS 4600	Government Organization and Administrative Theory
POLS 4610	Public Personnel Administration
POLS 4620	Public Finance Administration
POLS 4650	Intergovernmental Relations
POLS 4670	Quality Management in Public Administration
PSYC 3800	Industrial/Organizational Psychology
or other advisor-approved electives	
Total hours required for the degree	**120**