# 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 of 1000- to 2000-level courses from the following: ACED, BUSA, ACCT, or transfer hours from TCSG. | | |
| All courses in Area F must be completed with a grade of "C" or better. | | |
| **Major Course Requirements** [1] | | **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 | 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 |
| 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** [1] | | **18** |
| 6-9 hours of 3000- to 4000-level course work and 9-12 hours of 1000- to 4000-level course work. | | |
| **Total hours required for the degree** | | **120** |

[1]

Students must have a total of 39 hours of course work at the 3000- to 4000-level in the Major and Guided Electives.