

Bachelor of Science with a Major in Office Administration and Technology

Selected Educational Outcomes

- Students will demonstrate the ability to integrate into simulated activities higher level administration skills as follows:
 - decision-making
 - professional office communication
 - data management
 - computerized accounting
 - information presentation
 - project management
 - personnel training
 - employee relations
- Students will demonstrate an acceptable level of competence in workplace skills.
- Program graduates will report an adequate level of their perceived competence with the following administrative concepts:
 - employee skills assessment
 - employee training
 - project management
 - database software
 - computerized accounting software
 - human resource information systems
 - payroll processing

Examples of Outcome Assessments

- Students will be assessed on their performance on simulated activities across the curriculum.
- 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.
- Program graduates will respond to a survey relating their perceptions about their preparation for overall aspects of office administration.

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

Code	Title	Hours
Core Curriculum		60
Core IMPACTS (See VSU Core Curriculum)		42
Field of Study Courses		18
Select 18 hours of 1000- to 2000-level courses from the following: ACCT, ACED, BUSA, COMM, CS, DATA, ECON, PSYC, or transfer hours from TCSG.		
Major Course Requirements ¹		60
ACED 2050	Communications for the Workplace	3
BUSA 2106	The Environment of Business	3
ACED 2400	Computer Technology for the Workplace	3
ACED 3000	Office Calculations and Recordkeeping	3
ACED 3101	Computerized Office Accounting	3
ACED 3400	Applied Computer Technology	3
MGNT 3500	Employment Law	3
PSYC 3800	Industrial/Organizational Psychology	3
ACED 4040	Introduction to Human Resource Development	3
ACED 4050	Workforce Development and Management for Technical Leaders	3
ACED 4060	Human Resource Technology and Operations	3

ACED 4170	Theories of Inclusive Leadership	3
ACED 4180	Organizational Development and Change	3
ACED 4820	Project Management for Technical Leaders	3
Guided Electives ¹		18
9-12 hours of 3000- to 4000-level course work and 6-9 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.