VALDOSTA STATE UNIVERSITY ADVISOR CHECK SHEET Bachelor of Science Degree Major: Adult and Career Education Office Administration and Technology

| Student's Name | VSU eMail | VSU ID# | Catalog Year |
|--|----------------------|-----------------------------------|---|
| AREA A ESSENTIAL SKILLS | | AREA D SCIENCE, MATH & TECHNOLOGY | |
| | 9 SEM. HRS. | | 11 SEM. HRS. |
| Course Name/No. (| Grade Credit Hrs. | Course Name/No. | Grade Credit Hrs |
| ENGL 1101 _ | 3 | Two courses required from the | following: |
| ENGL 1102 | <u> </u> | ASTR 1010K | 4 |
| One required from the following: | | ASTR 1020K | 4 |
| MATH 1101 | 3 | BIOL 1010/BIOL 1020L | $ \begin{array}{cccccccccccccccccccccccccccccccccccc$ |
| MATH 1111 | 3 | BIOL 1030/BIOL 1040L | 4 |
| MATH 1113 | 3 | CHEM 1010 | 4 |
| | <u> </u> | CHEM 1151 | 4 |
| MATH 2262 | 4 | CHEM 1152 | 4 |
| | | CHEM 1211 | 4 |
| AREA B INSTITUTIONAL OPTION | IS | CHEM 1212 | 4 |
| WO COURSES REQUIRED IN | | GEOG 1112K | 4 |
| DIFFERENT PERSPECTIVES: | 4 SEM. HRS. | GEOG 1113K | 4 |
| | | GEOL 1121K | 4 |
| Course Name/No. | Grade Credit Hrs. | GEOL 1122K | 4 |
| . Ethics/Values | Stade Credit II's. | PHYS 1111K | 4 |
| 1. Ethics/values | 2 | PHYS 1112K | |
| | <u>∠</u> | PHYS 2211K | 4 |
| Tradition and Change | | PHYS 2212K | <u>–</u> |
| 2. Tradition and Change | 2 | One course required from the fo | |
| | 2 | ASTR 1000 | a a a a a a a a a a a a a a a a a a a |
| | | BIOL 1050 | <u> </u> |
| 3. Human Expression | 0 | BIOL 1060 | |
| | 2 | BIOL 1000 | <u> </u> |
| | | BIOL 1080 | <u> </u> |
| 4. Env./Physical World | 0 | BIOL 1090 | <u> </u> |
| | 2 | | $ \begin{array}{cccccccccccccccccccccccccccccccccccc$ |
| | | ENGR 1010 | <u> </u> |
| 5. Race/Gender | | GEOG/GEOL 1110 | <u></u> |
| | 2 | MATH 1112 | <u>3</u> |
| | _ | MATH 1261 | |
| Cross-Cultural Understanding/Exp | | MATH 2620 | 3 |
| | 2 | MATH 2261 | 4 |
| | | MATH 2262 | 4 |
| 7. World of Work | | PHSC 1100 | 3 |
| <u> </u> | 2 | | |
| | | AREA E SOCIAL SCIENCES | |
| AREA C HUMANITIES/FINE ARTS | | | 12 SEM. HRS. |
| | 6 SEM. HRS. | Course Name/No. | Grade Credit Hrs |
| | Grade Credit Hrs. | One required from the following | |
| One required from the following: | | HIST 2111 | <u>3</u> |
| ENGL 2111 | 3 | HIST 2112 | 3 |
| ENGL 2112 | <u>3</u> <u>3</u> | Required: | |
| ENGL 2113 | 3 | POLS 1101 | 3 |
| - | | Two required from | |
| One required from Humanities/Fine A | rts listing: | Social Sciences list: | |
| | <u>3</u> | | <u>3</u> |
| | <u> </u> | | |

| AREA F COURSES | 18 SEM HRS |
|---|------------|
| Course Name/No. | Grade Hrs |
| **ACED 1100 Introduction to Business | 3 |
| **ACED 2000 Introduction to Keyboarding | 3 |
| **ACED 2400 Computer Technology | 3 |
| for the Workplace (or CS 1000) | |

Choose from Area F Elective Courses (9 hours):

ACCT 2101, BUSA 2106, ECON 1500, ECON 2105, ECON 2106, and/or OTHER advisor-approved technology or business-related electives.

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** Exemption Exams are available.

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

Date

Advisor's Signature

Choose from Guided Elective Courses (18 hours): ACED 2940, ACED 3600, ACED 3800, ACED 3940, ACED 4300, ACED 4550, ACED 4810, ACED 4830, ACCT 2099, ACCT 2101, ACCT 2102, AFAM 2020, BUSA 2100, BUSA 2106, BUSA 3200, COMM 1100, COMM 1110, COMM 2300, CS 1010, CS 1301, ECON 1500, ECON 2105, ECON 2106, ENGL 2080, ENGL 3010, ENGL 3020, FIN 1500, FIN 3350, KSPE 2000, LEAS 1100, LEAS 3200, LEAS 3201, LEAS 3230, LEAS 4210, LEAS 4220, LEAS 4230, MGNT 3250, MGNT 3910, MGNT 4000, MGNT 4800, MKTG 3050, MKTG 4680, MKTG 4750, ORGL 3000, ORGL 3050, ORGL 4000, POLS 3600, POLS 3610, POLS 4600, POLS 4610, POLS 4620, POLS 4650, POLS 4670, PSYC 3800, OR other advisorapproved electives

| MAJOR COURSE REQUIREMENTS | 42 SEM | HRS |
|--|----------|-----------|
| Course Name/No. | Grade | Hrs |
| **ACED 2050 Comm. for the Wkplace. | | 3 |
| (Prereq: ENGL 1102) | | |
| **ACED 2300 Intermediate Keyboarding | | 3 |
| (Prereq: ACED 2000 or Exemption) | | |
| ACED 2700 Desktop Publishing | | 3 |
| (Prereq: ACED 2400 or CS 1000 or Exe | mption) | |
| ACED 3000 Office Calc and Records Mgnt | | <u>_3</u> |
| (Prereq: ACED 2400 or CS 1000 or Exe | mption) | |
| ACED 3101 Computerized Office Acctg | | 3 |
| (Prereq: ACED 3000) | | _ |
| ACED 3150 Computer Syst for the Office | | 3 |
| (Prereq: ACED 2400 or CS 1000 or Exe | mption) | |
| **ACED 3400 Applied Comp Techn | | 3 |
| (Prereq: ACED 2400 or CS 1000 or Exe | mption) | |
| ACED 3610 Web Design and Multim | <u> </u> | |
| (Prereq: ACED 2400 or CS 1000 or Exe | mption)) | ~ |
| ACED 4020 Virtual Office Technology | | 3 |
| (Prereq: ACED 2400 or CS 1000 or Exe | mption)) | ~ |
| ACED 4050 Workforce Dev. & Mgnt | | 3 |
| ACED 4070 Advanced Doc Processing | | 3 |
| (Prereq: ACED 2050, ACED 2300, 2.3 Over or 2.5 GPA in ACED Courses) | all GPA | |
| ACED 4160 Admin Office Procedures | | 2 |
| (Prereg: ACED 2050, ACED 2300, ACE | 2400.2 | 2 |
| Overall GPA or 2.5 GPA in ACED Cour | | .5 |
| ACED 4820 Project Management | 303) | 3 |
| ACED 4300-B Practicum/ACED | | |
| (Prereq: All ACED Coursework Comple | eted) | |
| OR ACED 2940 Basic Office Administration | - | |
| & Tech Skills (Experiential Learning Cr) | | 3 |
| & rech Skills (Experiential Learning Cr) | | _ <u></u> |
| GUIDED ELECTIVE COURSES 1 | 8 SEM H | IRS |
| | | 3 |
| | | 3 |
| | | 3 |

TOTAL HOURS FOR GRADUATION

120

ADDITIONAL REQUIREMENTS

- ✓ All student must complete a minimum of 39 hours of course work at the 3000-4000 level in the Major and Guided Elective Courses
- Students must make a C or better in all courses listed in Area F and under MAJOR COURSE REQUIREMENTS (including Guided Electives).
- ✓ OAT majors must have a minimum Overall 2.3 GPA or 2.5 GPA in ACED courses before enrolling in ACED 4060 or 4160.
- ✓ OAT majors who do not validate experiential learning for ACED 2940 must enroll in ACED 4300-B Practicum/Internship
 - Students may enroll in ACED 4300-B when they still need no more than 6 other credits to complete the degree; but those 6 credits may NOT be the Capstone courses, ACED 4070 and 4160.
 - Interns must attend an ACED 4300-B pre-internship placement seminar held during the FALL and SPRING semesters. Students who have not attended the seminar and who have not been cleared to intern will be withdrawn from the class.
 - All interns are required to work a total of 220 hours for the internship. For fall and spring interns, this means approximately 15 hours per week for 15 weeks. The summer session is 8 weeks, so this means approximately 28 work hours per week for summer interns. Interns may take no more than 6 additional credits during the internship.
 - Business or business casual attire is required for internships.
- ✓ OAT majors who do not complete ACED 4300-B will submit an e-Portfolio for assessment during their final semester.
- ✓ OAT majors will respond to a program assessment survey before the end of their final semester.