

Valdosta State University and Southeastern Technical College

Course Articulation Agreement

AAS in Business Management—BS in Office Administration and Technology

1. This joint agreement covers Southeastern Technical College (STC) graduates of the AAS in Business Management who are accepted as candidates for the program leading to the BS in Office Administration and Technology at Valdosta State University (VSU).
2. Valdosta State University will also accept general education core courses for transfer as specified in the articulation agreement between the University System of Georgia and accredited colleges of the Technical College System of Georgia.
3. A minimum GPA of 2.0 out of a 4.0 scale for all college course work attempted is required for admission into VSU. (A minimum GPA of 2.3 is required for admission into the major.)
4. STC agrees to provide documentation for any Area F or General/Guided Elective Course that is labeled as 'not intended for transfer,' demonstrating that the course is comprised of degree level content with learning outcomes comparable to a transfer level course.
5. STC will ensure that all courses labeled as 'not intended for transfer' shall be taught by competent faculty who are eligible to teach at the collegiate level as determined by STC's faculty qualification criteria.
6. Candidates for the BS in Office Administration and Technology degree must complete a minimum of 120 semester hours of academic work, with a cumulative grade point average of 2.00 or better calculated from all work attempted at VSU. The academic work must include a minimum of 39 hours of upper division courses with at least 21 upper division hours in the major field.
7. Of the 40 semester hours immediately preceding graduation, at least 30 must be taken in residence at VSU. Any student admitted to VSU for the final year must be in residence for two semesters and complete at least 30 semester hours in residence, including 21 hours of upper division course work in the major. ("In residence" refers to courses taken through VSU.)
8. All other VSU and University System of Georgia requirements for admission, for acceptance of credit and for graduation must be satisfied.
9. The course list may be amended by written agreement of the Deans of the schools at each college.

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Area B

| STC | | VSU | |
|-----------------------------|---------|-----------------------------|---------|
| Course prefix, number, name | Credits | Course prefix, number, name | Credits |
| MGMT 1125 Business Ethics | 3 | PERS xxxx Business Ethics | 3 |

Area F

| STC | | VSU | |
|---|--------------|--|-----------|
| Course prefix, number, name | Credits | Course prefix, number, name | Credits |
| COMP 1000 Introduction to Computers (recommended elective) | 3 | ACED 2400 Computer Technology | 3 |
| ACCT 1100 Financial Accounting I, or MGMT 1135 Managerial Accounting/Finance | 3-4 | Additional Area F credits accepted in transfer as a 15 semester hour block. | 15 |
| MGMT 1100 Principles of Management | 3 | | |
| MGMT 1115 Leadership | 3 | | |
| MGMT 1120 Introduction to Business | 3 | | |
| MGMT 2115 Human Resource Management | 3 | | |
| Total Semester Credits | 18-19 | Total Semester Credits Awarded | 18 |

Major Course Requirements: Guided Electives

| STC | | VSU | |
|---|-----------|--|----------|
| Course prefix, number, name | Credits | Major Course Requirements accepted in transfer as a 9 semester hour block in Guided Electives. | |
| MGMT 1105 Organizational Behavior | 3 | | |
| MGMT 1110 Employment Rules/Regulations | 3 | | |
| MGMT 2125 Performance Management | 3 | | |
| MGMT 2215 Team Project | 3 | | |
| Select one from: <i>General Management Specialization</i> MGMT xxxx Electives <i>Human Resources Management Specialization</i> MGMT 2120 Labor Management Relations MGMT 2130 Employee Training & Development MGMT 2205 Sector Service Management | 9 | | |
| Total Semester Credits | 21 | Total Semester Credits Awarded | 9 |

BUSINESS MANAGEMENT (MD13)

AAS from STC to BS in Office Administration and Technology at VSU

TRANSFER ANALYSIS (EXAMPLE)

A. General Education Classes to Core Areas A-E

| STC | | | VSU | | |
|---------|-------------------------|-----|------|------------------------|-----|
| Area | Course | Hrs | Area | Course | Hrs |
| I | ENGL 1101 | 3 | A | ENGL 1101 | 3 |
| II | ECON 1101 | 3 | E | ECON 1500 | 3 |
| II | PSYC 1101 | 3 | E | PSYC 1101 | 3 |
| III | MATH 1101 or MATH 1111 | 3 | A | MATH 1101 or MATH 1111 | 3 |
| IV | ENGL 2130 | 3 | C | ENGL xxxx | 3 |
| Gen Ed | SPCH 1101 (recommended) | 3 | C | COMM 1110 | 3 |
| Program | MGMT 1125 | 3 | B | PERS xxxx | 3 |
| | Total | 21 | | Total | 21 |

B. Occupational courses for Area F = 18 credits.

C. Occupational/Specialization courses for Guided electives = 9 credits.

TOTAL SEMESTER CREDIT HOURS AWARDED BY TRANSFER = 48.

Summary

Needed for BS degree completion:

21 credit hours in Areas A-E.

45 credit hours in Major Core. (Note 1)

6 credit hours in Guided Electives.

72 credit hours

NOTE 1: Credit for ACED 2940 Basic Office Skills (3 hours) and up to 6 hours of credit for ACED 3940 Intermediate Office Skills may be awarded by meeting the requirements for Experiential/Prior Learning Assessment established by the ACED Department.