

Valdosta State University

And

Wiregrass Georgia Technical College

Course Articulation Agreement

AAS in Business Administrative Technology – BS in Office Administration and Technology

1. This joint agreement covers Wiregrass Georgia Technical College (WGTC) graduates of the AAS in Business Administrative Technology who are accepted as candidates for 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. WGTC agrees to provide documentation for any Area F, Guided Elective or Major 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.
4. WGTC 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 WGTC's faculty qualification criteria.
5. 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.
6. 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.)
7. All other VSU and University System of Georgia requirements for graduation must be satisfied.
8. The course list shown below may be amended by written agreement of the Deans of the schools at each college.

June 4, 2013

Valdosta State University  
And  
Wiregrass Georgia Technical College

Course Articulation Agreement  
AAS in Business Administrative Technology – BS in Office Administration and Technology

Areas A-E

| Area | Wiregrass Georgia Technical College<br>Course            | Credits   | Area | Valdosta State University<br>Course | Credits   |
|------|--|-----------|------|-------------------------------------|-----------|
| I    | ENGL 1101  | 3         | A1   | ENGL 1101                           | 3         |
| II   | See Area F (ECON)  |           |      |                                     |           |
| III  | MATH 1101 or MATH 1111                                   | 3         | A2   | MATH 1101 or MATH 1111              | 3         |
| IV   | ARTS 1101 or ENGL 2130 or HUMN 1101                      | 3         | C    | ART 1100 or ENGL 2xxx or HUMN 1xxx  | 3         |
| I-IV | Any class that would transfer per the TCSG-USG agreement | 3         | A-E  |                                     | 3         |
|      | <b>Total</b>   | <b>12</b> |      | <b>Total</b>                        | <b>12</b> |

Area F

| Course Prefix and Number  | Wiregrass Georgia Technical College<br>Course  | Credits | Course Prefix and Number     | Valdosta State University<br>Course      | Credits |
|---------------------------|--|---------|------------------------------|--|---------|
| COMP 1000                 | Introduction to Computers                      | 3       | ACED 2400                    | Computer Technology                      | 3       |
| ECON 1101 or<br>ECON 2106 | Principles of Economics or<br>Microeconomics** | 3       | ECON 1500<br>or<br>ECON 2106 | Survey of Economics or<br>Microeconomics | 3       |
| ACCT 1100 or<br>BUSN 2200 | Financial Accounting I or<br>Office Accounting | 4       | For ACCT<br>2101             | Principles of Accounting                 | 3       |
| BUSN 1100                 | Intro to Keyboarding                           | 3       | For ACED<br>2000             | Beginning Keyboarding                    | 3       |

June 4, 2013

| <b>Course Prefix and Number</b> | <b>Wiregrass Georgia Technical College Course</b> | <b>Credits</b> | <b>Course Prefix and Number</b>       | <b>Valdosta State University Course</b> | <b>Credits</b> |
|---------------------------------|---|----------------|---------------------------------------|---|----------------|
| BUSN 1300                       | Intro to Business*                                | 3              | For ACED 1100                         | Intro to Business                       | 3              |
| MKTG 1130                       | Business Regs and Compliance*                     | 3              | For BUSA 2160                         | Legal Environment of Business           | 3              |
| <b>Total Semester Credits</b>   |   | <b>19</b>      | <b>Total Semester Credits Awarded</b> |   | <b>18</b>      |

Major Course Requirements: Guided Electives

| <b>Course Prefix and Number</b> | <b>Wiregrass Georgia Technical College Course</b> | <b>Credits</b> | <b>Course Prefix and Number</b>       | <b>Valdosta State University Course</b>   | <b>Credits</b> |
|---------------------------------|---|----------------|---------------------------------------|---|----------------|
| BUSN 1190                       | Digital Technology in Business                    | 2              |                                       |   |                |
| BUSN 1240                       | Office Procedures                                 | 3              |                                       |   |                |
| BUSN 1400                       | Word Processing Applications                      | 4              |                                       |   |                |
| BUSN 1410                       | Spreadsheet Concepts &                            | 4              |                                       |   |                |
| BUSN 1420                       | Database Applications                             | 4              |                                       |   |                |
| BUSN 2160                       | Electronic Mail Applications                      | 2              |                                       |   |                |
| BUSN 2190                       | Business Document Proof                           | 3              |                                       |   |                |
| BUSN 2210                       | Applied Office Procedures                         | 3              |                                       |   |                |
| MGMT 1100                       | Principles of Management                          | 3              |                                       |   |                |
| BUSN/MGMT                       | Electives   | 6              |                                       |   |                |
|                                 |   |                |                                       | Any 9 credits from this list (courses that do not appear to duplicate content in ACED major courses) will be transferred in as a block of 9 credits in the area of Guided Electives |                |
| <b>Total Semester Credits</b>   |   | <b>34</b>      | <b>Total Semester Credits Awarded</b> |   | <b>9</b>       |

Major Course Requirements

| Course Prefix and Number      | Wiregrass Georgia Technical College Course | Credits   | vs | Course Prefix and Number              | Valdosta State University Course | Credits  |
|-------------------------------|--|-----------|----|---------------------------------------|----------------------------------|----------|
| BUSN 1430                     | Desktop Publishing and Pres                | 4         |    | For ACED 2700                         | Desktop Publishing               | 3        |
| BUSN 1440                     | Document Production                        | 4         |    | For ACED 2300                         | Intermediate Keyboarding         | 3        |
| BUSN 2240                     | Business Adm Assistant Internship I*       | 4         |    | For ACED 2940                         | Basic Office Adm and Tech***     | 3        |
| <b>Total Semester Credits</b> |  | <b>12</b> |    | <b>Total Semester Credits Awarded</b> |                                  | <b>9</b> |

Major Course Requirements – Guided Electives for Experiential/Prior Learning

| Course Prefix and Number | Wiregrass Georgia Technical College Course | Credits | vs | Course Prefix and Number | Valdosta State University Course | Credits |
|--------------------------|--|---------|----|--------------------------|----------------------------------|---------|
|                          | 4-9 years experiential/prior learning      |         |    | ACED 3940                | Intermediate Office Skills***    | 6       |

**Transfer Summary**

- A. Semester Credit Hours for Areas A-E = 12.
- B. Semester Credit Hours for Area F = 18.
- C. Semester Credit Hours for Major Course Requirements: Guided Electives = 9.
- D. Semester Credit Hours for Major Course Requirements = 9.
- E. Semester Credit Hours for Major Course Requirements: Guided Electives/Prior Learning = 6.

TOTAL SEMESTER CREDIT HOURS AWARDED BY TRANSFER/PRIOR LEARNING EXPERIENCE = 54.

\* Elective course at WGTC.

\*\* Take in Area II or as a General Core elective.

\*\*\* ACED 2940 is required for full admission into the OAT Online Bachelor Completion Option. Students may also apply for this experiential/prior learning credit based on documentation of a minimum of three years of experience in the field of Office Administration and Technology (in place of BUSN 2240). ACED 2940 is NOT part of the on-campus OAT degree in the major, which means students articulating into the on-campus degree can only transfer 6 hours of Major Course Requirements, but they could use ACED 2940 as elective credits in the on-campus program. An additional 6 hours of Experiential /Prior Learning Credit is

available as ACED 3940, which will count in either the online or on-campus degree as elective hours. Students may also apply for this experiential credit (up to 6 hours) based on documentation of prior learning experience.

June 4, 2013