

Valdosta State University and Oconee Fall Line Technical College  
Course Articulation Agreement  
AAS in Applied Business Technology—  
BS in Office Administration and Technology

1. This joint agreement covers Oconee Fall Line Technical College (OFTC) graduates of the AAS in Applied Business Technology 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. OFTC 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. OFTC 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 OFTC'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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**Business Technology Specialization**

Area F

OFTC		VSU	
Course prefix, number, name	Credits	Course prefix, number, name	Credits
APBT 2100 ABT Field Experience/Internship, or APBT 2102 ABT Field Experience/Internship	3	Area F credits accepted in transfer as a 15 semester hour block.	
MKTG 1161 Service Industry Bus Environment	2		
MKTG 1162 Customer Contact Skills	4		
MKTG 1163 Computer Skills/Customer Service	2		
MKTG 1164 Business Skills for the Customer	2		
MKTG 1165 Personal Effectiveness in Customer Service	1		
BUSN 1240 Office Procedures	3		
Total Semester Credits	17	Total Semester Credits Awarded	15

Major Course Requirements

OFTC		VSU	
Course prefix, number, name	Credits	Course prefix, number, name	Credits
APBT 2100/2101 Field Experience/Internship	3	ACED 2940 Basic Office Admin	3
BUSN 1430 Desktop Publishing	4	ACED 2700 Desktop Publishing	3
BUSN 1440 Document Production	4	ACED 2300 Intermediate Keyboard	3
Total Semester Credits	11	Total Semester Credits Awarded	9

Major Course Requirements: Guided Electives

OFTC		VSU	
Course prefix, number, name	Credits	Major Course Requirements accepted in transfer as a 9 semester hour block in Guided Electives.	
APBT 2100/2103 Field Experience/Internship	3		
APBT 2100/2104 Field Experience/Internship	3		
<i>Business Technology Specialization</i> ACCT 1100 Financial Accounting I, or BUSN 2200 Office Accounting BUSN 1200 Machine Transportation BUSN 1400 Word Processing Applications BUSN 1410 Spreadsheet Concepts & Apps	14		
Total Semester Credits	20	Total Semester Credits Awarded	9

**APPLIED BUSINESS TECHNOLOGY (ABT3)**  
BS in Office Administration and Technology  
TRANSFER ANALYSIS (EXAMPLE)  
**Business Technology Specialization**

A. General Education Classes to Core Areas A-E

OFTC			VSU		
Area	Course	Hrs	Area	Course	Hrs
I	ENGL 1101	3	A	ENGL 1101	3
II	PSYC 1101	3	E	PSYC 1101	3
III	MATH 1111	3	A	MATH 1111	3
IV	ENGL 2130	3	C	ENGL xxxx	3
Gen Ed	ENGL 1102	3	A	ENGL 1102	3
	HIST 2111		E	HIST 2111	
	HIST 2112		E	HIST 2112	
	POLS 1101		E	POLS 1101	
	SOCI 1101		E	SOCI 1101	
Total		15	Total		15

B. Occupational courses for Area F = 15 credits.

C. Occupational/Specialization courses for Major Course requirements = 9 credits.

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

TOTAL SEMESTER CREDIT HOURS AWARDED BY TRANSFER = 48.

Summary

Needed for BS degree completion:

27 credit hours in Areas A-E.

3 credit hours in Area F.\*

36 credit hours in Major Core.

6 credit hours in Guided Electives. (Note 1)

72 credit hours

\*The BS degree requires VSU's ACED 2400 Computer Technology for the Workplace. (CS 1000 Introduction to Microcomputers and Applications can be substituted as well.) CIST 1001 from OFTC may be used for CS 1000. An exemption test is available for ACED 2400 or the course may be taken at VSU. For those who have taken COMP 1000 at OFTC, the ACED 2400 requirement is satisfied and 3 additional credit hours will transfer.

NOTE 1: 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.

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**Medical Administrative Specialist**

Area B

OFTC		VSU	
Course prefix, number, name	Credits	Course prefix, number, name	Credits
BUSN 2300 Medical Terminology	2	PERS 2485 Medical Terminology	2

Area F

OFTC		VSU	
Course prefix, number, name	Credits	Course prefix, number, name	Credits
APBT 2100 ABT Field Experience/Internship, or APBT 2102 ABT Field Experience/Internship	3	Area F credits accepted in transfer as a 15 semester hour block.	
MKTG 1161 Service Industry Bus Environment	2		
MKTG 1163 Computer Skills/Customer Service	2		
MKTG 1162 Customer Contact Skills	4		
MKTG 1164 Business Skills for the Customer	2		
MKTG 1165 Personal Effectiveness/Customer	1		
BUSN 2370 Healthcare Coding	3		
Total Semester Credits	17	Total Semester Credits Awarded	18

Major Course Requirements

OFTC		VSU	
Course prefix, number, name	Credits	Course prefix, number, name	Credits
APBT 2100/2101 Field Experience/Internship	3	ACED 2940 Basic Office Admin	3
BUSN 1440 Document Production	4	ACED 2300 Intermediate Keyboard	3
Total Semester Credits	7	Total Semester Credits Awarded	6

Major Course Requirements: Guided Electives

OFTC		VSU	
Course prefix, number, name	Credits	Major Course Requirements accepted in transfer as a 9 semester hour block in Guided Electives.	
APBT 2100/2103 Field Experience/Internship	3		
APBT 2100/2104 Field Experience/Internship	3		
ACCT 1100 Financial Accounting I, or BUSN 2200 Office Accounting BUSN 2310 Anatomy & Terminology for MA BUSN 2320 Medical Document Processing BUSN 2340 Medical Administrative Procedures MAST 1120 Human Pathological Conditions	18		
Total Semester Credits	24	Total Semester Credits Awarded	9

**APPLIED BUSINESS TECHNOLOGY (ABT3)**  
AAS from OFTC to BS in Organizational Leadership at VSU  
TRANSFER ANALYSIS (EXAMPLE)  
**Medical Administrative Specialist**

B. General Education Classes to Core Areas A-E

OFTC			VSU		
Area	Course	Hrs	Area	Course	Hrs
I	ENGL 1101	3	A	ENGL 1101	3
II	PSYC 1101	3	E	PSYC 1101	3
III	MATH 1111	3	A	MATH 1111	3
IV	ENGL 2130	3	C	ENGL xxxx	3
Gen Ed	ENGL 1102	3	A	ENGL 1102	3
	HIST 2111		E	HIST 2111	
	HIST 2112		E	HIST 2112	
	POLS 1101		E	POLS 1101	
	SOCI 1101		E	SOCI 1101	
Program	BUSN 2300	2	B	PERS 2485	2
		Total			Total
		17			17

B. Occupational courses for Area F = 15 credits.

C. Occupational/Specialization courses for Major Course requirements = 6 credits.

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

TOTAL SEMESTER CREDIT HOURS AWARDED BY TRANSFER = 47.

Summary

Needed for BS degree completion:

25 credit hours in Areas A-E.

3 credit hours in Area F.\*

39 credit hours in Major Core.

6 credit hours in Guided Electives. (Note 1)

73 credit hours

NOTE 1: 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.

\*The BS degree requires VSU's ACED 2400 Computer Technology for the Workplace. (CS 1000 Introduction to Microcomputers and Applications can be substituted as well.) CIST 1001 from OFTC may be used for CS 1000. An exemption test is available for ACED 2400 or the course may be taken at VSU. For those who have taken COMP 1000 at OFTC, the ACED 2400 requirement is satisfied and 3 additional credit hours will transfer.