

Bachelor of Sciences in Organization Leadership: Office Administration and Technology Concentration

Student Name:	
Student ID:	

Institutional Priority (4 credit hours)			
Course	Sem	Grade	Credit
CATS 1101 Critical & Academic Thinking			1
for Success			
Choose one of the following courses:			
BUSA 1000 Professionalism in the			2
Workplace			3
COMM 1110 Public Speaking			3
COMM 1010 Intercultural			3
Communication			3
ENGL 1104 Introduction to Business			2
and Technical Communication			3

Mathematics and Quantitative Skills (3 credit hours)			
Course Sem Grade Credit			Credit
Choose one of the following:			
MATH 1001 Quantitative Skills &			
Reasoning			3
MATH 1101 Introduction to			
Mathematical Modeling			3
MATH 1111 College Algebra			3
MATH 1113 Pre-Calculus			3
MATH 1001 or MATH 1101 are recommend	led. C or	higher is	required.

Political Science and U.S. History (6 credit hours)				
Course Sem Grade Credit				
POLS 1101 American Government 3			3	
Choose one of the following (3 credits)				
HIST 2111 Survey of US History I			3	
HIST 2112 Survey of US History II			3	

Arts, Humanities, and Ethics (6 credit hours)					
Course	Sem	Grade	Credit		
Choose one of the following (3 credit hours):	Choose one of the following (3 credit hours):				
ENGL 2111 World Literature I			3		
ENGL 2112 World Literature II			3		
ENGL 2120 British Literature			3		
ENGL 2130 American Literature			3		
Choose one of the following (3 credit hours):					
ART 1100 Introduction to Art			3		
ART 2030 Art History I			3		
ART 2031 Art History II			3		
ENGL 2111 World Literature I			3		
ENGL 2112 World Literature II			3		
ENGL 2120 British Literature			3		
ENGL 2130 American Literature			3		
ENGL 2140 Survey of Children's Lit			3		
ENGL 2150 African-American Lit			3		
FILM 1100 Introduction to Film			3		
FREN 1001 Elementary French I			3		
FREN 1002 Elementary French II			3		
FREN 2001 Intermediate French I			3		
FREN 2002 Intermediate French II			3		

MUSC 1100 Music Appreciation	3
PHIL 2010 Introduction to Philosophy	3
SPAN 1001 Elementary Spanish I	3
SPAN 1002 Elementary Spanish II	3
SPAN 2001 Intermediate Spanish I	3
SPAN 2002 Intermediate Spanish II	3
THEA 1100 Theatre Appreciation	3

Communicating in Writing (6 credit hours)				
Course	Sem	Grade	Credit	
ENGL 1101 English Composition I			3	
ENGL 1102 English Composition II			3	
C or higher are required in both ENGL 1101	C or higher are required in both ENGL 1101 and ENGL 1102			

C of fligher are required in both ENGL 1101 and ENGL 1102					
Technology, Mathematics and Sciences (11-12 credit hours)					
Course Sem Grade Credit					
Choose one of the following courses (4	4 credit hours)				
BIOL 1103/1103L Intro Biology I +					
BIOL 1104/1104L Intro Biology II -					
BIOL 1107K Principles of Biology I	4				
BIOL 1108K Principles of Biology I	I 4				
CHEM 1211K Principles of Chemis	stry I 4				
CHEM 1212K Principles of Chemistry II	4				
GEOL 1121 Physical Geology	4				
GEOL 1122 Historical Geology	4				
ISCI 110K1 Integrated Science	4				
PHYS 2211K Physics I - Classical Mecha	nics 4				
PHYS 2212K Physics II - Electricity,					
Magnetism, Optics	4				
Choose two or more of the following of	courses (7-8 credit hours)				
BIOL 1000 Environmental Biology	3				
BIOL 1103/1103L Intro Biology I +	Lab 4				
BIOL 1104/1104L Intro Biology II -	+ Lab 4				
BIOL 1107K Principles of Biology I					
BIOL 1108K Principles of Biology I	1 4				
CSCI 1301 Programming Principle	s I 4				
CSCI 1302 Programming Principle	s II 4				
CHEM 1211K Principles of Chemis	stry I 4				
CHEM 1212K Principles of Chemistry II	4				
DATA 1501 Intro to Data Science	3				
ENVS 2202 Environmental Science	9 3				
GEOL 1121 Physical Geology	4				
GEOL 1122 Historical Geology	4				
ISCI 1101K Integrated Science	4				
MATH 1113 Pre-Calculus	3				
MATH 1401 Elementary Statistics	3				
MATH 1232 Survey of Calculus	3				
MATH 1540 Calculus I	4				
MATH 2012 Calculus II	4				
PHYS 2211K Physics I - Classical Mecha	nics 4				
PHYS 2212K Physics II - Electricity,					
Magnetism, Optics	4				

Socia	al Sciences (6 credit hours)			
Cour	rse	Sem	Grade	Credit
Choo	ose two of the following (6 credit hours)	:		
	ECON 2105 Principles of			
	Macroeconomics			3
	ECON 2106 Principles of			
	Microeconomics			3
	HIST 1111 World History I			3
	HIST 1112 World History II			3
	HIST 1121 Survey of Western Civ I			3
	HIST 1122 Survey of Western Civ II			3
	HIST 2111 Survey of US History I			3
	HIST 2112 Survey of US History II			3
	HIST 2200 Black History			3
	HIST 2300 History of Science			3
	POLS 2101 Intro to Political Science			3
	POLS 2301 Comparative Politics			3
	POLS 2401 Global Issues			3
	PSYC 1101 Introduction to General			
	Psychology			3
	SOCI 1101 Introduction to Sociology			3

Field of Study (18 credit hours)			
Course	Sem	Grade	Credit
Required courses (18 credit hours)			
ORGL 1100 Leadership in Global Society			3
ORGL 1500 Profiles of Leaders			3
ORGL 2100 Writing for Leadership			3
ORGL 2601 Introduction to Public			
Administration			3
ORGL 2800 Ethics and Leadership			3
ORGL 2900 Program and Policy Evaluation			
for Leaders			3

Required Upper Division Courses (30 credit hours)			
Course	Sem	Grade	Credit
Required courses (30 credit hours)			
ORGL 2050 Communications for the			
Workplace			3
ORGL 3400 Technology for Organizations			3
POLS 4218 Project Management in the			
Public Sector			3
ENGL 3405 Professional and Technical			
Writing			3
POLS 4200 Principles of Public			
Administration			3
POLS 4219 Public Human Resource			
Management			3
POLS 4204 Public Finance			3
ORGL 3200 Introduction to Organizational			
Development			3
ORGL 3000 Reflective Seminar I: Self as			
Learner			1
ORGL 3050 Reflective Seminar II: Self in			
Context			1
ORGL 4000 Reflective Seminar III:			
Transforming Self, Self-Transformation			1
ORGL 4690 Organizational Leadership			
Capstone			3

	Upper Level Guided Electives (Office Administrations and Technology Concentration) (12 credit hours)			
Cc	urse	Sem	Grade	Credit
Ch	oose four courses (12 credit hours)			
	OATC 3700 Desktop Publishing			3
	OATC 4020 Virtual Office Tech			3
	OATC 3610 Web design & Multimedia			3
	OATC 3150 Computer Operating			
	Systems			3
	OATC 4810 Contemporary Skills			3
	OATC 4160 Administrative Office			
	Procedures			3

General Electives (18 credit hours approved by advisor)			
Course	Sem	Grade	Credit
Choose courses (18 credit hours)			
Transfer credit and lower-level coursework can be used to satisfy this requirement			

Degree awarded will be a Bachelor of Science in Organizational Leadership.