

Bachelor of Science in Organizational Leadership Advisement Worksheet

Office Administration and Technology Track

The information provided below is based on the 2023-24 Academic Catalog.

Area A: Essential Skills (9 Semester Hours)	Credit Hours
ENGL 1101 (must complete with a grade of "C" or better)	3
ENGL 1102	3
MATH 1001, 1111, or 1401	3
Area B: Institutional Options (4 Semester Hours)	
FIRE 1000: Freshman Introduction to Reasoning Essentials	2
Choose one of the following: COLQ 2991, 2992, 2993, 2994H, or 2995.	2
Area C: Humanities (6 Semester Hours)	
Choose one of the following: ENGL 2111, 2112, 2121, 2122, 2131, 2132; PHIL 2010, 2020	3
Choose one of the following: ARTS 1100, 1101, 1102; COMM 1100, 1110, 1500; FREN 1001, 1002; HUMN 1501, 1502; MUSC 1100; SPAN 1001, 1002, 1060; THEA 1000, 1100	3
Area D: Science/Mathematics (11 Semester Hours)	
Choose one of the following: ASTR 1010K; BIOL 1107, 1111; CHEM 1151K, 1211K; GEOL 1121K, 1122K; ISCI 1121K; PHYS 1111K	4
Choose Any of the courses above or ASTR 1020K; BIOL 1108, BIOL 1112; CHEM 1152K, CHEM 1212K; GEOL 1122K; or PHYS 1112K. Note: You may not take both BIOL 1111 and 1107 and get credit in Area D.	4
Choose Any of the courses above or BIOL 1011, 1050; CHEM 2200; DATA 1501, CSCI 1101, 2102; MATH 1113, 1401, 1501, 1502, 2101; PHSC 1011	3
Area E: Social Science (12 Semester Hours)	
HIST 1121 or 1122 (Western Civilization)	3
HIST 2111 or 2112 (American History)	3
Choose two from the following: ANTH 1102; ECON 2105, 2106; HIST 1121, 1122, 2111, 2112; POLS 1101, 2201, 2301 or 2401; PSYC 1101; SOCI 1101	3
	3
Area F: Major Requirements (18 Semester Hours)	
POLS 2201 – State and Local Government	3
Choose 5 of the following courses:	
ORGL 1100 – Leadership in a Global Society	15
ORGL 1500 – Profiles of Leaders	
ORGL 2100 – Writing for Leadership	
ORGL 2601 – Introduction to Public Administration	
ORGL 2800 – Ethics and Leadership	
ORGL 2900 – Program and Policy Evaluation for Leaders	
Area G: Physical Education Requirements (4 Semester Hours)	
PHED 1001 or PHED 1010 (3-hour course)	3
PHED _____ (1 credit hour Activity course)	1

Area of Emphasis		
Required Coursework (30 Credit Hours)		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 – Choose 4 courses from the following		
OATC 3700 – Desktop Publishing		12
OATC 4020 – Virtual Office Tech		
OATC 3610 – Web Design and Multimedia		
OATC 3150 – Computer Operating Systems		
OATC 4810 – Contemporary Skills		
OATC 4160 – Administrative Office Procedures		
General Electives		
Choose 6 courses in consultation with advisor.		3
		3
		3
		3
		3
		3
Total Semester Hours		124