

## Program Information Report

## Business &amp; Entrepreneurship

## Business Office Administration (APBOAD)

## Associate in Applied Science Degree

Program Effective Term: Winter 2026

High Demand Occupation High Skill Occupation High Wage Occupation

This program prepares students for higher-level support positions in office settings where increased responsibilities require technical skills in desktop publishing, presentation software, accounting, and database software. Students will also gain broader skills through completion of the general education courses required for an associate's degree.

Note: This program is not an AAMA Certification preparation program.

## Articulation:

Eastern Michigan University, several BS degrees

Copies can be obtained from the Counseling Office, a program advisor, or from the Curriculum and Assessment Office Web site: <https://www.wccnet.edu/learn/transfer-wcc-credits/articulation-agreements.php>.

## Minimum Concentration Credits Required for the Program:

60

Complete one of the following concentrations: Administrative Assistant, Medical Administrative Assistant, Law or Office Management.

The Law Office Administration (LAWA) concentration should not be regarded as a paralegal certification program and is intended solely for those students considering transferring into the undergraduate Bachelor of Science in Paralegal Studies at Eastern Michigan University. Interested students should consult the EMU-WCC articulation guide for information on course and program transferability.

## Business Office Administration Concentrations

## Administrative Assistant (ADMA)-available online (61 credits)

## First Semester (16 credits)

ACC 111	Principles of Financial Accounting	3
BOS 101C	Advanced Keyboarding	1
BOS 106	Electronic Planning, Sharing and Organization	3
BOS 157	Word Processing and Document Formatting I	3
BOS 184	Spreadsheet Software Applications I	3
Elective	Math Elective(s)	3

## Second Semester (14 credits)

BOS 182 or	Database Software Applications	
BOS 284	Spreadsheet Software Applications II	3
BOS 206	Personal Management Application and Internet Resources	2
BOS 207	Presentation Software Applications	2
BOS 257	Word Processing and Document Formatting II	3
ENG 111 or	Composition I	
ENG 111X	Composition 1	4

## Third Semester (15 credits)

ACC 131	QuickBooks Software	3
BMG 155	Business on the Internet	3
Elective	Speech/Comp. Elective(s)	3
Elective	Nat. Sci. Elective(s)	3
Elective	Arts/Human. Elective(s)	3

## Fourth Semester (16 credits)

BMG 207	Business Communication	3
BOS 208	Desktop Publishing for the Office	3
BOS 230	Electronic Forms Design	3
BOS 250	Office Administration	4
Elective	Soc. Sci. Elective(s)	3

## Minimum Credits Required for the Concentration or Option: 61

## Program Information Report

**Law Office Administration (LAWA)-available online (60 credits)****First Semester (15 credits)**

BOS 101C	Advanced Keyboarding	1
BOS 106	Electronic Planning, Sharing and Organization	3
CJT 130	Introduction to Paralegal Studies	3
ENG 111 or	Composition I	
ENG 111X	Composition 1	4
Elective	Math Elective(s)	3
Elective	Open elective(s) to reach a minimum of 60 credits.	1

**Second Semester (15 credits)**

ACC 111	Principles of Financial Accounting	3
BOS 157	Word Processing and Document Formatting I	3
BOS 184	Spreadsheet Software Applications I	3
Elective	Speech/Comp. Elective(s)	3
Elective	Arts/Human. Elective(s)	3

**Third Semester (16 credits)**

BMG 111	Business Law I	3
BMG 155	Business on the Internet	3
BMG 207	Business Communication	3
CJT 156	Everyday Law	4
Elective	Soc. Sci. Elective(s)	3

**Fourth Semester (14 credits)**

BOS 206	Personal Management Application and Internet Resources	2
BOS 207	Presentation Software Applications	2
BOS 250	Office Administration	4
Elective	Nat. Sci. Elective(s)	3
Elective	Select a course: BOS 182, BOS 257 or BOS 284	3

**Minimum Credits Required for the Concentration or Option: 60****Medical Administrative Assistant (MEDA) (60 credits)****First Semester (15 credits)**

BOS 101C	Advanced Keyboarding	1
BOS 157	Word Processing and Document Formatting I	3
HSC 124	Medical Terminology	3
HSC 131	CPR/AED and First Aid	1
ENG 111 or	Composition I	
ENG 111X	Composition 1	4
Elective	Math Elective(s)	3

**Second Semester (15 credits)**

BIO 109 or	Essentials of Human Anatomy and Physiology	
BIO 111	Anatomy and Physiology - Normal Structure and Function	4-5
BOS 184	Spreadsheet Software Applications I	3
BOS 206	Personal Management Application and Internet Resources	2
BOS 257	Word Processing and Document Formatting II	3
Elective	Soc. Sci. Elective(s)	3

**Third Semester (15 credits)**

BMG 155	Business on the Internet	3
BMG 207	Business Communication	3
BOS 106	Electronic Planning, Sharing and Organization	3
MBC 223	Medical Office Procedures	3
Elective	Arts/Human. Elective(s)	3

**Fourth Semester (15 credits)**

BOS 182 or	Database Software Applications	
BOS 284	Spreadsheet Software Applications II	3
BOS 207	Presentation Software Applications	2
MBC 224	Medical Insurance and Reimbursement	4
PHL 244	Ethical and Legal Issues in Health Care	3

## Program Information Report

Elective	Speech/Comp. Elective(s)	3
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**Minimum Credits Required for the Concentration or Option: 60**

### Office Management (OFMG)-available online (60 credits)

#### First Semester (14 credits)

BOS 101C	Advanced Keyboarding	1
BOS 106	Electronic Planning, Sharing and Organization	3
BOS 157	Word Processing and Document Formatting I	3
ENG 111 or	Composition I	
ENG 111X	Composition 1	4
Elective	Math Elective(s)	3

#### Second Semester (16 credits)

BMG 230	Principles of Management	3
BMG 240	Human Resources Management	3
BOS 206	Personal Management Application and Internet Resources	2
BOS 207	Presentation Software Applications	2
BOS 257	Word Processing and Document Formatting II	3
Elective	Speech/Comp. Elective(s)	3

#### Third Semester (14 credits)

ACC 110	Payroll Accounting	2
BMG 279	Organizational Management	3
BOS 182	Database Software Applications	3
BOS 184	Spreadsheet Software Applications I	3
Elective	Arts/Human. Elective(s)	3

#### Fourth Semester (16 credits)

BMG 155	Business on the Internet	3
BMG 207	Business Communication	3
BOS 250	Office Administration	4
Elective	Nat. Sci. Elective(s)	3
Elective	Soc. Sci. Elective(s)	3

**Minimum Credits Required for the Concentration or Option: 60**

**Minimum Credits Required for the Program: 60**

PROGRAM CHANGE FORM

<b>Program Code:</b> APBOAD	<b>Current Program Name:</b> Business Office Administration	<b>Effective Term:</b> Winter 2026
<b>Division Code:</b> BCT	<b>Department:</b> BUSD	

**Directions:**

1. Attach the current program listing from the WCC catalog or website and indicate any changes to be made.
2. Draw lines through any text that should be deleted and write in additions. Extensive narrative changes can be included on a separate sheet.
3. Check the boxes below for each type of change being proposed. Changes to courses, discontinuing a course, or adding new courses as part of the proposed program change, must be approved separately using CurricUNET, but should be submitted at the same time as the program change form.
4. If changes affect the program assessment plan or if program outcomes are updated, please submit a [Program Assessment Plan Change](#) form. These changes must be approved separately from the program change form and should be submitted at the same time. Current program assessment plans can be found on the [Curriculum and Assessment Program Information page](#).

**Requested Changes:**

- |  |   |
|--|---|
| <input type="checkbox"/> Remove course(s): _____                           | <input type="checkbox"/> Program outcomes (may also result from removing or adding a course)* |
| <input checked="" type="checkbox"/> Add course(s): Add "or ENG 111X" _____ | <input type="checkbox"/> Program assessment plan*   |
| <input type="checkbox"/> Program title (new title is _____)                | <input type="checkbox"/> Accreditation information  |
| <input type="checkbox"/> Description                                       | <input type="checkbox"/> Other _____  |
| <input type="checkbox"/> Advisors  |   |
| <input type="checkbox"/> Program admission requirements                    |   |
| <input type="checkbox"/> Continuing eligibility requirements               |   |

Note: A change to the Award Type requires the submission of a new program proposal form and a separate program inactivation form. Contact the Director of Curriculum & Assessment for more information.

**Show all changes on the catalog page you attach.**

\* Please submit a [Program Assessment Plan Change](#) form.

**Rationale for proposed changes:**

ENG 111S will no longer be offered; ENG 111X will be added as an "OR" option.

**Financial/staffing/equipment/space implications:**

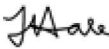

**List departments that have been consulted regarding their use of this program.**

**Signatures:**

Reviewer	Print Name	Signature	Date
Initiator	Joyce Jenkins	Joyce Jenkins	05/30/2025
Department Chair	Joyce Jenkins	Joyce Jenkins	05/30/2025
Division Dean/Administrator	Eva Samulski	Eva Samulski	05/30/2025
<p><b>Please return completed form to the Office of Curriculum &amp; Assessment, SC 257</b>  <b>or by e-mail to curriculum.assessment@wccnet.edu</b>  <b>Once reviewed by the appropriate faculty committees we will secure the signature of the VPI.</b></p>			
Reviewer	Print Name	Signature	Date



PROGRAM CHANGE FORM

Curriculum Committee Chair	Randy Van Wagnen	<a href="#">RVanWagnen</a>	<a href="#">6/10/25</a>
Assessment Committee Chair	Jessica Hale		6/10/25
Executive Vice President for Instruction	Dr. Brandon Tucker	Brandon Roderick Tucker PhD  <small>Digitally signed by Brandon Roderick Tucker PhD Date: 2025.06.12 15:12:04 -04'00'</small>	6/12/25
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Reviewed by C&A Committee 6/5/25

## Program Information Report

## Business &amp; Entrepreneurship

## Business Office Administration (APBOAD)

## Associate in Applied Science Degree

Program Effective Term: Fall 2024

High Demand Occupation High Skill Occupation High Wage Occupation

Program is also available online

This program prepares students for higher-level support positions in office settings where increased responsibilities require technical skills in desktop publishing, presentation software, accounting, and database software. Students will also gain broader skills through completion of the general education courses required for an associate's degree.

Note: This program is not an AAMA Certification preparation program.

## Articulation:

Eastern Michigan University, several BS degrees

Copies can be obtained from the Counseling Office, a program advisor, or from the Curriculum and Assessment Office Web site: <https://www.wccnet.edu/learn/transfer-wcc-credits/articulation-agreements.php>.

## Minimum Concentration Credits Required for the Program:

60

Complete one of the following concentrations: Administrative Assistant, Medical Administrative Assistant, Law or Office Management.

The Law Office Administration (LAWA) concentration should not be regarded as a paralegal certification program and is intended solely for those students considering transferring into the undergraduate Bachelor of Science in Paralegal Studies at Eastern Michigan University. Interested students should consult the EMU-WCC articulation guide for information on course and program transferability.

## Business Office Administration Concentrations

## Administrative Assistant (ADMA)-available online

(61 credits)

## First Semester

(16 credits)

ACC 111	Principles of Financial Accounting	3
BOS 101C	Advanced Keyboarding	1
BOS 106	Electronic Planning, Sharing and Organization	3
BOS 157	Word Processing and Document Formatting I	3
BOS 184	Spreadsheet Software Applications I	3
Elective	Math Elective(s)	3

## Second Semester

(14 credits)

BOS 182 or	Database Software Applications	
BOS 284	Spreadsheet Software Applications II	3
BOS 206	Personal Management Application and Internet Resources	2
BOS 207	Presentation Software Applications	2
BOS 257	Word Processing and Document Formatting II	3
ENG 111	Composition I	4

## Third Semester

(15 credits)

ACC 131	QuickBooks Software	3
BMG 155	Business on the Internet	3
Elective	Speech/Comp. Elective(s)	3
Elective	Nat. Sci. Elective(s)	3
Elective	Arts/Human. Elective(s)	3

## Fourth Semester

(16 credits)

BMG 207	Business Communication	3
BOS 208	Desktop Publishing for the Office	3
BOS 230	Electronic Forms Design	3
BOS 250	Office Administration	4
Elective	Soc. Sci. Elective(s)	3

Minimum Credits Required for the Concentration or Option: 61

## Program Information Report

**Law Office Administration (LAWA)-available online (60 credits)****First Semester (15 credits)**

BOS 101C	Advanced Keyboarding	1
BOS 106	Electronic Planning, Sharing and Organization	3
CJT 130	Introduction to Paralegal Studies	3
ENG 111	Composition I	4
Elective	Math Elective(s)	3
Elective	Open elective(s) to reach a minimum of 60 credits.	1

**Second Semester (15 credits)**

ACC 111	Principles of Financial Accounting	3
BOS 157	Word Processing and Document Formatting I	3
BOS 184	Spreadsheet Software Applications I	3
Elective	Speech/Comp. Elective(s)	3
Elective	Arts/Human. Elective(s)	3

**Third Semester (16 credits)**

BMG 111	Business Law I	3
BMG 155	Business on the Internet	3
BMG 207	Business Communication	3
CJT 156	Everyday Law	4
Elective	Soc. Sci. Elective(s)	3

**Fourth Semester (14 credits)**

BOS 206	Personal Management Application and Internet Resources	2
BOS 207	Presentation Software Applications	2
BOS 250	Office Administration	4
Elective	Nat. Sci. Elective(s)	3
Elective	Select a course: BOS 182, BOS 257 or BOS 284	3

**Minimum Credits Required for the Concentration or Option: 60****Medical Administrative Assistant (MEDA) (60 credits)****First Semester (15 credits)**

BOS 101C	Advanced Keyboarding	1
BOS 157	Word Processing and Document Formatting I	3
HSC 124	Medical Terminology	3
HSC 131	CPR/AED and First Aid	1
ENG 111	Composition I	4
Elective	Math Elective(s)	3

**Second Semester (15 credits)**

BIO 109 or	Essentials of Human Anatomy and Physiology	
BIO 111	Anatomy and Physiology - Normal Structure and Function	4-5
BOS 184	Spreadsheet Software Applications I	3
BOS 206	Personal Management Application and Internet Resources	2
BOS 257	Word Processing and Document Formatting II	3
Elective	Soc. Sci. Elective(s)	3

**Third Semester (15 credits)**

BMG 155	Business on the Internet	3
BMG 207	Business Communication	3
BOS 106	Electronic Planning, Sharing and Organization	3
MBC 223	Medical Office Procedures	3
Elective	Arts/Human. Elective(s)	3

**Fourth Semester (15 credits)**

BOS 182 or	Database Software Applications	
BOS 284	Spreadsheet Software Applications II	3
BOS 207	Presentation Software Applications	2
MBC 224	Medical Insurance and Reimbursement	4
PHL 244	Ethical and Legal Issues in Health Care	3
Elective	Speech/Comp. Elective(s)	3

## Program Information Report

**Minimum Credits Required for the Concentration or Option: 60**

### Office Management (OFMG)-available online (60 credits)

#### First Semester (14 credits)

BOS 101C	Advanced Keyboarding	1
BOS 106	Electronic Planning, Sharing and Organization	3
BOS 157	Word Processing and Document Formatting I	3
ENG 111	Composition I	4
Elective	Math Elective(s)	3

#### Second Semester (16 credits)

BMG 230	Principles of Management	3
BMG 240	Human Resources Management	3
BOS 206	Personal Management Application and Internet Resources	2
BOS 207	Presentation Software Applications	2
BOS 257	Word Processing and Document Formatting II	3
Elective	Speech/Comp. Elective(s)	3

#### Third Semester (14 credits)

ACC 110	Payroll Accounting	2
BMG 279	Organizational Management	3
BOS 182	Database Software Applications	3
BOS 184	Spreadsheet Software Applications I	3
Elective	Arts/Human. Elective(s)	3

#### Fourth Semester (16 credits)

BMG 155	Business on the Internet	3
BMG 207	Business Communication	3
BOS 250	Office Administration	4
Elective	Nat. Sci. Elective(s)	3
Elective	Soc. Sci. Elective(s)	3

**Minimum Credits Required for the Concentration or Option: 60**

**Minimum Credits Required for the Program: 60**

## WASHTENAW COMMUNITY COLLEGE

## PROGRAM CHANGE FORM

<b>Program Code:</b> APBOAD	<b>Current Program Name:</b> Business Office Administration	<b>Effective Term:</b> Fall 2024
<b>Division Code:</b> BCT	<b>Department:</b> Business	

**Directions:**

1. Attach the current program listing from the WCC catalog or website and indicate any changes to be made. 2. Draw lines through any text that should be deleted and write in additions. Extensive narrative changes can be included on a separate sheet.
3. Check the boxes below for each type of change being proposed. Changes to courses, discontinuing a course, or adding new courses as part of the proposed program change, must be approved separately using CurricUNET, but should be submitted at the same time as the program change form.
4. If changes affect the program assessment plan or if program outcomes are updated, please submit a Program Assessment Plan Change form. These changes must be approved separately from the program change form and should be submitted at the same time. Current program assessment plans can be found on the Curriculum and Assessment, Program Information page.

**Requested Changes:**

☒ Remove course(s): **ACC 100 Accounting for Business to be removed from OFMG & ADMA and 3 credit hours of BOS elective from LAWA pathway**

☐ Program outcomes (may also result from

☐ Add course(s): \_\_\_\_\_

☒ removing or adding a course)\*

☐ Program title (new title is \_\_\_\_\_)

☐ Program assessment plan\*

☐ Description

☐ Accreditation information

☐ Advisors

☒ Other

☐ Program admission requirements

☐ Continuing eligibility requirements

Note: A change to the Award Type requires the submission of a new program proposal form and a separate

**Show all changes on the catalog page you attach.**

program inactivation form. Contact the Director of Curriculum & Assessment for more information.

\* Please submit a Program Assessment Plan Change form.



**Rationale for proposed changes:**

Layout changes. ACC 100 is being sunsetted so it should be removed from the degree path as it is no longer an option.

**Financial/staffing/equipment/space implications:**

None

**List departments that have been consulted regarding their use of this program.**

Business

**Signatures:**

Reviewer	Print Name	Signature	Date
Initiator	Joyce Jenkins	Joyce Jenkins	10/12/23
Department Chair	Joyce Jenkins	Joyce Jenkins	10/12/23
Division Dean/Administrator	Eric Samuels	Eric Samuels	10/12/23
Please return completed form to the Office of Curriculum & Assessment, SC 257 or by e-mail to curriculum.assessment@wccnet.edu Once reviewed by the appropriate faculty committees we will secure the signature of the VPI.			
Reviewer	Print Name	Signature	Date

Office of Curriculum & Assessment Page 1 of 2 Revised 4/1/21

WASHTENAW COMMUNITY COLLEGE

**PROGRAM CHANGE FORM**

Curriculum Committee Chair	Randy Van Wagner	R. Van Wagner	1-7-2024
Assessment Committee Chair	Jessica Hale	Jessica Hale	1/8/24
Vice President for Instruction	Dr. Brandon Tucker	Brandon Tucker	2/8/24

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Reviewed by C&A Committees 11/16/23

## Program Information Report

## Business &amp; Culinary Arts

**Business Office Administration (APBOAD)****Associate in Applied Science Degree****Program Effective Term: Fall 2020****High Demand Occupation High Skill Occupation High Wage Occupation****Program is also available online**

This program prepares students for higher-level support positions in office settings where increased responsibilities require technical skills in desktop publishing, presentation software, accounting, and database software. Students will also gain broader skills through completion of the general education courses required for an associate's degree.

Note: This program is not an AAMA Certification preparation program.

**Articulation:**

Eastern Michigan University, BS degree (applies to the Law Office Administration and Medical Administrative Assistant concentrations).

Copies can be obtained from the Counseling Office, a program advisor, or from the Curriculum and Assessment Office Web site: <http://www.wccnet.edu/curriculum/articulation/levelone/colleges/>.

**Minimum Concentration Credits Required for the Program:****60**

Complete one of the following concentrations: Administrative Assistant, Medical Administrative Assistant, Law or Office Management.

The Law Office Administration (LAWA) concentration should not be regarded as a paralegal certification program and is intended solely for those students considering transferring into the undergraduate Bachelor of Science in Paralegal Studies at Eastern Michigan University. Interested students should consult the EMU-WCC articulation guide for information on course and program transferability.

**Business Office Administration Concentrations****Administrative Assistant (ADMA) (61 credits)****First Semester (13 credits)**

BOS 101C	Advanced Keyboarding	1
BOS 106	Electronic Planning, Sharing and Organization	3
BOS 206	Personal Management Application and Internet Resources	2
ENG 111	Composition I	4
	Math Elective(s)	3

**Second Semester (12 credits)**

ACC 100 or	Accounting Practices for Business	
ACC 111	Principles of Accounting I	3
BOS 157	Word Processing and Document Formatting I	3
BOS 184	Spreadsheet Software Applications I	3
	Arts/Human. Elective(s)	3

**Third Semester (14 credits)**

BMG 155	Business on the Internet	3
BOS 207	Presentation Software Applications	2
BOS 257	Word Processing and Document Formatting II	3
BOS 182 or	Database Software Applications	
BOS 284	Spreadsheet Software Applications II	3
	Speech/Comp. Elective(s)	3

**Fourth Semester (9 credits)**

BMG 207	Business Communication	3
BOS 208	Desktop Publishing for the Office	3
	Nat. Sci. Elective(s)	3

**Fifth Semester (13 credits)**

ACC 131	QuickBooks Software	3
BOS 230	Electronic Forms Design	3
BOS 250	Office Administration	4

## Program Information Report

BMG 155	Business on the Internet	3
BMG 207	Business Communication	3
MBC 224	Medical Insurance and Reimbursement	4

### **Fifth Semester (10 credits)**

BOS 182 or	Database Software Applications	
BOS 284	Spreadsheet Software Applications II	3
HSC 131	CPR/AED for the Professional Rescuer and First Aid	1
PHL 244	Ethical and Legal Issues in Health Care	3
	Soc. Sci. Elective(s)	3

**Minimum Credits Required for the Concentration or Option: 60**

### **Office Management (OFMG) (63 credits)**

#### **First Semester (13 credits)**

BOS 101C	Advanced Keyboarding	1
BOS 106	Electronic Planning, Sharing and Organization	3
BOS 206	Personal Management Application and Internet Resources	2
	Math Elective(s)	3
ENG 111	Composition I	4

#### **Second Semester (12 credits)**

ACC 100	Accounting Practices for Business	3
BOS 157	Word Processing and Document Formatting I	3
BOS 184	Spreadsheet Software Applications I	3
	Arts/Human. Elective(s)	3

#### **Third Semester (13 credits)**

ACC 110	Payroll Accounting	2
BMG 155	Business on the Internet	3
BOS 207	Presentation Software Applications	2
BOS 257	Word Processing and Document Formatting II	3
	Speech/Comp. Elective(s)	3

#### **Fourth Semester (12 credits)**

BMG 207	Business Communication	3
BMG 230	Principles of Management	3
BOS 182	Database Software Applications	3
	Nat. Sci. Elective(s)	3

#### **Fifth Semester (13 credits)**

BMG 240	Human Resources Management	3
BMG 279	Performance Management	3
BOS 250	Office Administration	4
	Soc. Sci. Elective(s)	3

**Minimum Credits Required for the Concentration or Option: 63**

**Minimum Credits Required for the Program: 60**

WASHTENAW COMMUNITY COLLEGE

PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code: APBOAD Program Name: Business Office Administration – multiple concentrations Effective Term: 202009  
Division Code: Department:

Directions:

1. Attach the current program listing from the WCC catalog or Web site and indicate any changes to be made.
2. Draw lines through any text that should be deleted and write in additions. Extensive narrative changes can be included on a separate sheet.
3. Check the boxes below for each type of change being proposed. Changes to courses, discontinuing a course, or adding new courses as part of the proposed program change, must be approved separately using a Master Syllabus form, but should be submitted at the same time as the program change form.

Requested Changes:

- ☐ Review
- ☒ Remove course(s): CJT 154 (3 cr), COM 101 (or 102), BOS 182, 257 and/or 284, BMG 200
- ☒ Add course(s): CJT 156 (4 cr), 2<sup>nd</sup> course in Writing or Communication, Restricted electives
- ☐ Program title (title was \_\_\_\_\_)
- ☐ Description
- ☐ Type of award
- ☐ Advisors
- ☐ Articulation information
- ☐ Program admission requirements
- ☐ Continuing eligibility requirements
- ☐ Program outcomes
- ☐ Accreditation information
- ☐ Discontinuation (attach program discontinuation plan that includes transition of students and timetable for phasing out courses)
- ☐ Other \_\_\_\_\_

Show all changes on the attached page from the catalog.


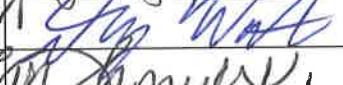
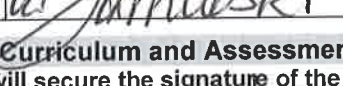
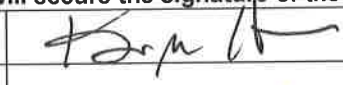
Rationale for proposed changes or discontinuation:

CJT 154 & 155 courses are being merged into the new CJT 156 course. Opening up Writing/Communication elective for students, reducing total credit hour by using restricted electives on some concentrations

Financial/staffing/equipment/space implications:

List departments that have been consulted regarding their use of this program.

Public Service Careers

Reviewer	Print Name	Signature	Date
Initiator	Joyce Jenkins		12/19/19
Department Chair	Doug Waters		1/2/20
Division Dean/Administrator	Eva Samulski		1-3-20
Please submit completed form to the Office of Curriculum and Assessment (SC 257). Once reviewed by the appropriate faculty committees we will secure the signature of the VPI and President.			
Vice President for Instruction	Kimberly Hurns		2/3/2020

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2/6/20 2/6/20  
Renewed by C&A Committee 1/30/20

## WCC General Education Requirements

Effective Fall 2018

Associate degree programs were updated to meet the revised WCC general education requirements below.

### Course Distribution Requirements

Associate degree students must complete courses from each of six General Education content areas. The requirements vary, depending on which degree is being earned. The number of general education credit hours required for each degree is as follows.

	AA	AS	AAS
Writing/Composition	3-4 credits	3-4 credits	3-4 credits
2nd Writing/Composition or Communication	3-4 credits	3 credits	3 credits
Mathematics	3-4 credits	3-4 credits	3-4 credits
Natural Sciences <sup>1</sup>	7-8 credits	7-8 credits	3-4 credits
Social & Behavioral Science <sup>2</sup>	6 credits	6 credits	3 credits
Arts and Humanities <sup>3</sup>	6 credits	6 credits	3 credits
General Education Electives to reach 30 credits	0-2 credits	0-2 credits	N/A
Minimum	30 credits	30 credits	18 credits

<sup>1</sup> Two courses in Natural Science including one with laboratory experience (from two disciplines)

<sup>2</sup> From two disciplines

<sup>3</sup> From two disciplines



**Program Information Report****School of Business and Entrepreneurial Studies**

Learn the fundamentals you will need to become a business leader or entrepreneur. These programs help you develop entry-level skills in various aspects of business. Whether your goal is to make your place in an existing industry or branch out on your own, these programs can provide the foundation for success.

Washtenaw Community College offers programs at several levels for students who want to begin new careers, or advance in their existing careers. The first level is the certificate, which can vary from nine to thirty-six credits, depending on the field. Certificates generally prepare students for entry-level jobs.

After completing a certificate, students can progress to the next level, the advanced certificate. The credit hours required for these programs also vary. This type of certificate provides a more specialized level of skill development, and often allows students to upgrade their positions at their places of employment.

The next level, an Associate in Applied Science, is available for some programs. For some career fields, it is possible to earn a certificate, an advanced certificate, and an Associate in Applied Science degree in the same field. In these cases, the credit hours from the certificate and advanced certificate can be applied to the credit hours needed for the Associate in Applied Science degree.

Alternatively, students can earn an AAS in Occupational Studies by completing a certificate, advanced certificate (if one exists) and General Education requirements.

**Business Office Systems**

Whether you are just starting out in an office or advancing to a high-level administrative or executive assistant position, these programs can help you achieve your goals.

## Program Information Report

**Business Office Administration (APBOAD)****Associate in Applied Science Degree****Program Effective Term:** Fall 2018**High Demand Occupation High Skill Occupation High Wage Occupation****Program is also available online**

This program prepares students for higher-level support positions in office settings where increased responsibilities require technical skills in desktop publishing, presentation software, accounting, and database software. Students will also gain broader skills through completion of the general education courses required for an associate's degree.

Note: This program is not an AAMA Certification preparation program.

**Articulation:**

Eastern Michigan University, BS degree (applies to the Law Office Administration and Medical Administrative Assistant concentrations).

Copies can be obtained from the Counseling Office, a program advisor, or from the Curriculum and Assessment Office Web site: <http://www.wccnet.edu/curriculum/articulation/levelone/colleges/>.

**Minimum Concentration Credits Required for the Program:****63**

Complete one of the following concentrations: Administrative Assistant, Medical Administrative Assistant, Law or Office Management.

The Law Office Administration (LAWA) concentration should not be regarded as a paralegal certification program and is intended solely for those students considering transferring into the undergraduate Bachelor of Science in Paralegal Studies at Eastern Michigan University. Interested students should consult the EMU-WCC articulation guide for information on course and program transferability.

**Business Office Administration Concentrations****Administrative Assistant (ADMA)****(64 credits)****First Semester****(13 credits)**

BOS 101C	Advanced Keyboarding	1
BOS 106	Electronic Planning, Sharing and Organization	3
BOS 206	Personal Management Application and Internet Resources	2
ENG 111	Composition I	4
	Math Elective(s)	3

**Second Semester****(12 credits)**

ACC 100 or	Accounting Practices for Business	
ACC 111	Principles of Accounting I	3
BOS 157	Word Processing and Document Formatting I	3
BOS 184	Spreadsheet Software Applications I	3
	Arts/Human. Elective(s)	3

**Third Semester****(14 credits)**

BMG 155	Business on the Internet	3
BOS 207	Presentation Software Applications	2
BOS 257	Word Processing and Document Formatting II	3
BOS 284	Spreadsheet Software Applications II	3
COM 101 or	Fundamentals of Speaking	
COM 102	Interpersonal Communication	3

**Fourth Semester****(12 credits)**

BMG 207	Business Communication	3
BOS 182	Database Software Applications	3
BOS 208	Desktop Publishing for the Office	3
	Nat. Sci. Elective(s)	3

**Fifth Semester****(13 credits)**

ACC 131	QuickBooks Software	3
BOS 230	Electronic Forms Design	3
BOS 250	Office Administration	4
	Soc. Sci. Elective(s)	3

**Minimum Credits Required for the Concentration or Option: 64**

## Program Information Report

**Law Office Administration (LAWA) (64 credits)****First Semester (13 credits)**

BOS 101C	Advanced Keyboarding	1
BOS 106	Electronic Planning, Sharing and Organization	3
BOS 206	Personal Management Application and Internet Resources	2
	Math Elective(s)	3
ENG 111	Composition I	4

**Second Semester (12 credits)**

ACC 111	Principles of Accounting I	3
BOS 157	Word Processing and Document Formatting I	3
BOS 184	Spreadsheet Software Applications I	3
	Arts/Human. Elective(s)	3

**Third Semester (14 credits)**

CJT 130	Introduction to Paralegal Studies	3
BOS 207	Presentation Software Applications	2
BOS 257	Word Processing and Document Formatting II	3
BOS 284	Spreadsheet Software Applications II	3
COM 101	Fundamentals of Speaking	3

**Fourth Semester (12 credits)**

BMG 111	Business Law I	3
BMG 155	Business on the Internet	3
BOS 182	Database Software Applications	3
	Nat. Sci. Elective(s)	3

**Fifth Semester (13 credits)**

BMG 207	Business Communication	3
BOS 250	Office Administration	4
CJT 154	Everyday Law I: Law and Civil Liberties	3
	Soc. Sci. Elective(s)	3

**Minimum Credits Required for the Concentration or Option: 64****Medical Administrative Assistant (MEDA) (63 credits)****First Semester (13 credits)**

BOS 101C	Advanced Keyboarding	1
BOS 106	Electronic Planning, Sharing and Organization	3
BOS 206	Personal Management Application and Internet Resources	2
	Math Elective(s)	3
ENG 111	Composition I	4

**Second Semester (13 credits)**

BOS 157	Word Processing and Document Formatting I	3
BOS 184	Spreadsheet Software Applications I	3
HSC 124	Medical Terminology	3
BIO 109 or	Essentials of Human Anatomy and Physiology	
BIO 111	Anatomy and Physiology - Normal Structure and Function	4

**Third Semester (14 credits)**

BOS 207	Presentation Software Applications	2
BOS 257	Word Processing and Document Formatting II	3
BOS 284	Spreadsheet Software Applications II	3
MBC 223	Medical Office Procedures	3
COM 101 or	Fundamentals of Speaking	
COM 102	Interpersonal Communication	3

**Fourth Semester (13 credits)**

	Arts/Human. Elective(s)	3
BMG 155	Business on the Internet	3
BMG 207	Business Communication	3
MBC 224	Medical Insurance and Reimbursement	4

## Program Information Report

Fifth Semester		(10 credits)
BOS 182	Database Software Applications	3
PHL 244	Ethical and Legal Issues in Health Care	3
HSC 131	CPR/AED for the Professional Rescuer and First Aid	1
	Soc. Sci. Elective(s)	3

**Minimum Credits Required for the Concentration or Option: 63**

### Office Management (OFMG) (66 credits)

First Semester		(13 credits)
BOS 101C	Advanced Keyboarding	1
BOS 106	Electronic Planning, Sharing and Organization	3
BOS 206	Personal Management Application and Internet Resources	2
	Math Elective(s)	3
ENG 111	Composition I	4

Second Semester		(15 credits)
ACC 100	Accounting Practices for Business	3
BOS 157	Word Processing and Document Formatting I	3
BOS 184	Spreadsheet Software Applications I	3
BOS 230	Electronic Forms Design	3
	Arts/Human. Elective(s)	3

Third Semester		(13 credits)
ACC 110	Payroll Accounting	2
BMG 155	Business on the Internet	3
BOS 207	Presentation Software Applications	2
BOS 257	Word Processing and Document Formatting II	3
COM 101 or	Fundamentals of Speaking	
COM 102	Interpersonal Communication	3

Fourth Semester		(12 credits)
BMG 200	Relationship Skills in the Workplace	3
BMG 207	Business Communication	3
BOS 182	Database Software Applications	3
	Nat. Sci. Elective(s)	3

Fifth Semester		(13 credits)
BMG 240	Human Resources Management	3
BMG 279	Performance Management	3
BOS 250	Office Administration	4
	Soc. Sci. Elective(s)	3

**Minimum Credits Required for the Concentration or Option: 66**

**Minimum Credits Required for the Program:**

**63**

**WASHTENAW COMMUNITY COLLEGE**  
**GENERAL EDUCATION REVISION AAS PROGRAM CHANGE FORM 2018-2019**

*Due December 8, 2017*

<b>Program Code:</b> APBOAD	<b>Program Name:</b> Business Office Administration
<b>Division Code:</b> BCT	<b>Department:</b> Business

This form is to be used only for General Education Revision Program Changes for Associate in Applied Science (AAS) programs. Any other program changes should be submitted separately using a standard Program Change Form.

**Directions:**

1. Review each general education area under **Requested Changes** below and respond as needed.
2. Attach the semester program layout showing the current program listing from the WCC catalog.
  - a. Indicate any changes to be made on the semester layout.
  - b. Draw a line through any courses that should be removed on the semester layout.
  - c. Write in any courses that need to be added on the semester layout.
3. Submit this form and semester program layout to the Office of Curriculum and Assessment (SC 257).

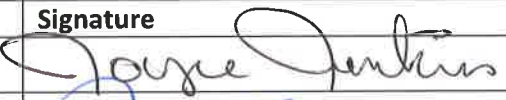
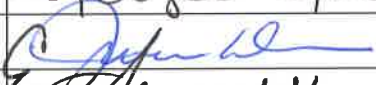
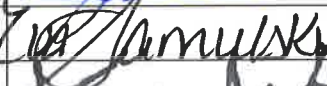

<b>Current General Education Requirements</b>		<b>Revised General Education Requirements 2018-2019</b>	
<b>AAS</b>		<b>AAS</b>	
Writing	3-4 credits	English Composition	3 - 4 credits
Speech	3 credits	2 <sup>nd</sup> Course in English Composition or one course in Communication	3 - 4 credits
Mathematics	3 - 4 credits	Mathematics	3 - 4 credits
Natural Sciences	3 - 4 credits	Natural Sciences	3 - 5 credits
Social & Behavioral Sciences	3 credits	Social & Behavioral Sciences	3 credits
Arts & Humanities	3 credits	Arts & Humanities from	3 credits
Critical Thinking	0 credits	Total	18 credits
Computer & Information Literacy	3 credits		
Total	21-24 credits		

Please review each General Education Area in the chart below, and record the needed changes in the chart and on the attached semester program layout.

<b>REQUESTED CHANGES</b>	
	<b>General Education Area</b>
	<b>English Composition</b> – The requirement for one writing/English composition course remains the same. No changes will be made unless specifically requested below. (Use Writing Elective or ENG 111)
	Optional Change: <b>Use ENG 111 in all four-degree options (ADMA, LAWA, MEDA, and OFMG)</b>
	<b>2<sup>nd</sup> Course in English Composition or one course in Communication</b> WCC previously required both a second composition/writing course and a communication course. Your options are: <ol style="list-style-type: none"> <li>1. Allow students to select any course that meets composition/writing or communication (<i>recommended</i>).</li> <li>2. Require students to take a specific composition course (identify course below and on semester layout).</li> <li>3. Require students to take a specific communication course (identify course below and on semester layout).</li> </ol>
	Requested Change: <b>LAWA Option – Use COM 101</b> <b>ADMA, MEDA, and OFMG Options – COM 101 or COM 102 Recommended</b>



	<b>Mathematics</b> – The requirement for one mathematics course remains the same. However, the courses that meet the MTA requirement have changed slightly. See the course listing for details
	Optional Change:
	<b>Natural Sciences</b> - The requirement for one natural science course remains the same. No changes will be made unless specifically requested below.
	Optional Change:
	<b>Social &amp; Behavioral Sciences</b> – The requirement for one social and behavioral science course remains the same. No changes will be made unless specifically requested below.
	Optional Change:
	<b>Arts &amp; Humanities</b> – The requirement for one arts and humanities course remains the same. No changes will be made unless specifically requested below. (Note: A department can designate a COM course as a requirement here. The same course cannot be counted in two areas.)
	Optional Change:
	<b>Computer and Information Literacy</b> The requirement for computer and information literacy has been removed. Your options are: <ol style="list-style-type: none"> <li>1. Continue to require a specific computer course. If a specific course is required in your program, we will leave it there. If you previously used "Computer and Information Literacy Course," you will need to specify either a specific course or a list of courses from which to choose.</li> <li>2. Remove the computer and information literacy course if the program will still meet the minimum of 60 credit hours.</li> <li>3. Remove the computer and information literacy course and replace the course with elective or other credits as needed to meet the minimum of 60 credit hours.</li> </ol>
	Required Change: <b>N/A</b>

Reviewer	Print Name	Signature	Date
Initiator	Joyce Jenkins		12/7/17
Department Chair	Julianne Davis		12/7/17
Division Dean/ Administrator	Eva Samulski		12-8-17
Vice President for Instruction			1/9/18

**Office use only**

Entered in: ☒ Banner ☒ C&A Database ☐ Log File

1/2/18 1/2/18

## Program Information Report

**Business Office Administration (APBOAD)****Associate in Applied Science Degree****Program Effective Term: Fall 2017****High Demand Occupation High Skill Occupation High Wage Occupation**

This program prepares students for higher-level support positions in office settings where increased responsibilities require technical skills in desktop publishing, presentation software, accounting, and database software. Students will also gain broader skills through completion of the general education courses required for an associate's degree.

Note: This program is not an AAMA Certification preparation program.

**Articulation:**

Eastern Michigan University, BS degree (applies to the Law Office Administration and Medical Administrative Assistant concentrations).

Copies can be obtained from the Counseling Office, a program advisor, or from the Curriculum and Assessment Office Web site: <http://www.wccnet.edu/curriculum/articulation/levelone/colleges/>.

**Minimum Concentration Credits Required for the Program:****64**

Complete one of the following concentrations: Administrative Assistant, Medical Administrative Assistant, Law Office Administration or Office Management.

The Law Office Administration (LAWA) concentration should not be regarded as a paralegal certification program and is intended solely for those students considering transferring into the undergraduate Bachelor of Science in Paralegal Studies at Eastern Michigan University. Interested students should consult the EMU-WCC articulation guide for information on course and program transferability.

**Business Office Administration Concentrations****Administrative Assistant (ADMA) (65 credits)****First Semester (14 credits)**

BOS 101C	Advanced Keyboarding	1
BOS 106	Electronic Planning, Sharing and Organization	3
BOS 206	Personal Management Application and Internet Resources	2
	Writing Elective(s)*	4
	Math Elective(s)	4

**Second Semester (12 credits)**

ACC 100 or	Accounting Practices for Business	3
ACC 111	Principles of Accounting I	3
BOS 157	Word Processing and Document Formatting I	3
BOS 184	Spreadsheet Software Applications I	3
	Arts/Human. Elective(s)	3

**Third Semester (14 credits)**

BMG 155	Business on the Internet	3
BOS 207	Presentation Software Applications	2
BOS 257	Word Processing and Document Formatting II	3
BOS 284	Spreadsheet Software Applications II	3
	Speech Elective(s)**	3

**Fourth Semester (12 credits)**

BMG 207	Business Communication	3
BOS 182	Database Software Applications	3
BOS 208	Desktop Publishing for the Office	3
	Nat. Sci. Elective(s)	3

**Fifth Semester (13 credits)**

ACC 131	QuickBooks Software	3
BOS 230	Electronic Forms Design	3
BOS 250	Office Administration	4
	Soc. Sci. Elective(s)	3

**Minimum Credits Required for the Concentration or Option: 65**

## Program Information Report

**Law Office Administration (LAWA) (65 credits)****First Semester (14 credits)**

BOS 101C	Advanced Keyboarding	1
BOS 106	Electronic Planning, Sharing and Organization	3
BOS 206	Personal Management Application and Internet Resources	2
	Math Elective(s)	4
	Writing Elective(s)*	4

**Second Semester (12 credits)**

ACC 111	Principles of Accounting I	3
BOS 157	Word Processing and Document Formatting I	3
BOS 184	Spreadsheet Software Applications I	3
	Arts/Human. Elective(s)	3

**Third Semester (14 credits)**

CJT 130	Introduction to Paralegal Studies	3
BOS 207	Presentation Software Applications	2
BOS 257	Word Processing and Document Formatting II	3
BOS 284	Spreadsheet Software Applications II	3
	Speech Elective(s)**	3

**Fourth Semester (12 credits)**

BMG 111	Business Law I	3
BMG 155	Business on the Internet	3
BOS 182	Database Software Applications	3
	Nat. Sci. Elective(s)	3

**Fifth Semester (13 credits)**

BMG 207	Business Communication	3
BOS 250	Office Administration	4
CJT 154	Everyday Law I: Law and Civil Liberties	3
	Soc. Sci. Elective(s)	3

**Minimum Credits Required for the Concentration or Option: 65****Medical Administrative Assistant (MEDA) (64 credits)****First Semester (14 credits)**

BOS 101C	Advanced Keyboarding	1
BOS 106	Electronic Planning, Sharing and Organization	3
BOS 206	Personal Management Application and Internet Resources	2
	Math Elective(s)	4
	Writing Elective(s)*	4

**Second Semester (13 credits)**

BOS 157	Word Processing and Document Formatting I	3
BOS 184	Spreadsheet Software Applications I	3
HSC 124	Medical Terminology	3
BIO 109 or	Essentials of Human Anatomy and Physiology	
BIO 111	Anatomy and Physiology - Normal Structure and Function	4-5

**Third Semester (14 credits)**

BOS 207	Presentation Software Applications	2
BOS 257	Word Processing and Document Formatting II	3
BOS 284	Spreadsheet Software Applications II	3
MBC 223	Medical Office Procedures	3
	Speech Elective(s)**	3

**Fourth Semester (13 credits)**

	Arts/Human. Elective(s)	3
BMG 155	Business on the Internet	3
BMG 207	Business Communication	3
MBC 224	Medical Insurance and Reimbursement	4

## Program Information Report

Fifth Semester		(10 credits)
BOS 182	Database Software Applications	3
PHL 244	Ethical and Legal Issues in Health Care	3
HSC 131	CPR/AED for the Professional Rescuer and First Aid	1
	Soc. Sci. Elective(s)	3

**Minimum Credits Required for the Concentration or Option: 64**

### Office Management (OFMG) (67 credits)

First Semester		(14 credits)
BOS 101C	Advanced Keyboarding	1
BOS 106	Electronic Planning, Sharing and Organization	3
BOS 206	Personal Management Application and Internet Resources	2
	Math Elective(s)	4
	Writing Elective(s)*	4

Second Semester		(15 credits)
ACC 100	Accounting Practices for Business	3
BOS 157	Word Processing and Document Formatting I	3
BOS 184	Spreadsheet Software Applications I	3
BOS 230	Electronic Forms Design	3
	Arts/Human. Elective(s)	3

Third Semester		(13 credits)
ACC 110	Payroll Accounting	2
BMG 155	Business on the Internet	3
BOS 207	Presentation Software Applications	2
BOS 257	Word Processing and Document Formatting II	3
	Speech Elective(s)**	3

Fourth Semester		(12 credits)
BMG 200	Relationship Skills in the Workplace	3
BMG 207	Business Communication	3
BOS 182	Database Software Applications	3
	Nat. Sci. Elective(s)	3

Fifth Semester		(13 credits)
BMG 240	Human Resources Management	3
BMG 279	Performance Management	3
BOS 250	Office Administration	4
	Soc. Sci. Elective(s)	3

**Minimum Credits Required for the Concentration or Option: 67**

**Minimum Credits Required for the Program:**

**64**

**Notes:**

\*ENG 111 is recommended.

\*\*COM 101 is recommended.

## PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code: **APBOAD with MEDA** Program Name: **Business Office Administration**  
 Division Code: **BCTD** Department: **Business**

Effective Term: **Fall 2017****Directions:**

1. Attach the current program listing from the WCC catalog or Web site and indicate any changes to be made.
2. Draw lines through any text that should be deleted and write in additions. Extensive narrative changes can be included on a separate sheet.
3. Check the boxes below for each type of change being proposed. Changes to courses, discontinuing a course, or adding new courses as part of the proposed program change, must be approved separately using a Master Syllabus form, but should be submitted at the same time as the **program change form**.

**Requested Changes:**

- |   |   |
|---|---|
| <input type="checkbox"/> Review   | <input type="checkbox"/> Program admission requirements   |
| <input checked="" type="checkbox"/> Remove course(s): <u>MBC 185, HSC 115 and BIO 102</u> | <input type="checkbox"/> Continuing eligibility requirements  |
| <input checked="" type="checkbox"/> Add course(s): <u>PHL 244 and BOS 284</u>             | <input type="checkbox"/> Program outcomes   |
| <input type="checkbox"/> Program title (title was _____)                                  | <input type="checkbox"/> Accreditation information  |
| <input type="checkbox"/> Description  | <input type="checkbox"/> Discontinuation (attach program discontinuation plan that includes transition of students and timetable for phasing out courses) |
| <input type="checkbox"/> Type of award  | <input type="checkbox"/> Other _____  |
| <input type="checkbox"/> Advisors   |   |
| <input type="checkbox"/> Articulation information   |   |

Show all changes on the **attached page from the catalog**.**Rationale for proposed changes or discontinuation:**

Courses being inactivated or no longer required in the program.

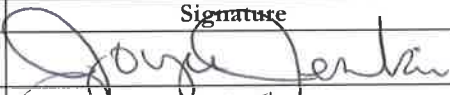



**Financial/staffing/equipment/space implications:**

N/A

**List departments that have been consulted regarding their use of this program.**

Health Sciences

**Signatures:**

Reviewer	Print Name	Signature	Date
Initiator	Joyce Jenkins		1/26/17
Department Chair	Julianne Davies		1/26/17
Division Dean/Administrator	Kimberly Hurns		1/30/17
Vice President for Instruction	William Abernethy		2/20/17
President			

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Please submit completed form to the Office of Curriculum and Assessment (SC 257).



# ACADEMICS

## Business Office Administration (APBOARD)

Associate in Applied Science Degree

2014 - 2015 2015 - 2016 2016 - 2017

### Description

This program prepares students for higher-level support positions in office settings where increased responsibilities require technical skills in desktop publishing, presentation software, accounting, and database software. Students will also gain broader skills through completion of the general education courses required for an associate's degree.

Note: This program is not an AAMA Certification preparation program.

### Articulation

Eastern Michigan University, BS degree (applies to the Law Office Administration and Medical Administrative Assistant concentrations).

Copies can be obtained from the Counseling Office, a program advisor, or from the Curriculum and Assessment Office Web site:

[www.wccnet.edu/curriculum/articulation/levelone/colleges/](http://www.wccnet.edu/curriculum/articulation/levelone/colleges/)

### Contact Information

**Division:** Business/Computer Technologies  
**Department:** Business Office Systems Dept  
**Advisors:** [Joyce Jenkins](#)  
[Sandro Tuccinardi](#)

### Requirements

(Items marked in orange are available online.)

Select a concentration for requirements and total credits required for program.

- ▶ Administrative Assistant (ADMA)
- ▶ Law Office Administration (LAWA)
- ▶ Medical Administrative Assistant (MEDA)

#### First Semester

Class	Title	Credits
<del>BOS 101C</del>	Advanced Keyboarding	1
<del>BOS 106</del>	Electronic Planning, Sharing and Organization	3
<del>BOS 206</del>	Personal Management Application and Internet Resources	2
<del>Elective(s)</del>	<del>Math</del>	4
<del>Elective(s)</del>	<del>Writing *</del>	4
<b>Total</b>		<b>14</b>

#### Second Semester

Class	Title	Credits
<del>BOS 157</del>	Word Processing and Document Formatting I	3
<del>BOS 184</del>	Spreadsheet Software Applications I	3
<del>HSC 124</del>	Medical Terminology	3
<del>Elective(s)</del>	<del>Arts and Humanities</del>	3
<b>Total</b>		<b>12</b>

BIO 109 or BIO 111 (4-5 cr)

Move to 4th Semester

13-14

#### Third Semester

Class	Title	Credits
<del>BOS 207</del>	Presentation Software Applications	2
<del>BOS 257</del>	Word Processing and Document Formatting II	3
<del>MBC 185</del>	Medical Computer Skills and Electronic Health Records	3
<del>MBC 223</del>	Medical Office Procedures	3
<del>Elective(s)</del>	<del>Speech **</del>	3

BOS 284

Spreadsheet Software Applications II

Total

14

## Fourth Semester

Elective - Arts &amp; Humanities (3)

Class	Title	Credits
<del>BIO 102</del>	or Human Biology	
<del>BIO 109</del>	or Essentials of Human Anatomy and Physiology	
<del>BIO 111</del>	Anatomy and Physiology - Normal Structure and Function	4 - 5
BMG 155	Business on the Internet	3
BMG 207	Business Communication	3
MBC 224	Medical Insurance and Reimbursement	4
Total		14 - 15

Delete BIO 102

+ Move to 2nd Semester

~~BIO 102~~ or Human Biology~~BIO 109~~ or Essentials of Human Anatomy and Physiology~~BIO 111~~ Anatomy and Physiology - Normal Structure and Function

4 - 5

BMG 155 Business on the Internet

3

BMG 207 Business Communication

3

MBC 224 Medical Insurance and Reimbursement

4

Total

14 - 15

13

## Fifth Semester

Class	Title	Credits
BOS 162	Database Software Applications	3
<del>HSC 115</del>	<del>Clinical Procedures for Administrative Medical Assistants</del>	<del>2</del>
HSC 131	CPR/AED for the Professional Rescuer and First Aid	1
Elective(s)	Social and Behavioral Science	3
Total		9

PHL 244 - Ethics... (3)

BOS 162 Database Software Applications

3

~~HSC 115~~ Clinical Procedures for Administrative Medical Assistants~~2~~

HSC 131 CPR/AED for the Professional Rescuer and First Aid

1

Elective(s) Social and Behavioral Science

3

Total

9

10

Total Credits Required: 63 - 64

63 - 64

› Office Management (OFMG)

64 - 65

## Footnotes

\*ENG 111 is recommended.

\*\*COM 101 is recommended.

## Program Information Report

### Business Office Administration (APBOAD)

#### Associate in Applied Science Degree

Program Effective Term: Fall 2016

High Demand Occupation High Skill Occupation High Wage Occupation

This program prepares students for higher-level support positions in office settings where increased responsibilities require technical skills in desktop publishing, presentation software, accounting, and database software. Students will also gain broader skills through completion of the general education courses required for an associate's degree.

Note: This program is not an AAMA Certification preparation program.

#### Articulation:

Eastern Michigan University, BS degree (only applies to the Law Office Administration concentration).

Copies can be obtained from the Counseling Office, a program advisor, or from the Curriculum and Assessment Office Web site: [www.wccnet.edu/departments/curriculum/articulation.php?levelone=colleges](http://www.wccnet.edu/departments/curriculum/articulation.php?levelone=colleges)

#### Minimum Concentration Credits Required for the Program:

63

Complete one of the following concentrations: Administrative Assistant, Medical Administrative Assistant, Law Office Administration or Office Management.

The Law Office Administration (LAWA) concentration should not be regarded as a paralegal certification program and is intended solely for those students considering transferring into the undergraduate Bachelor of Science in Paralegal Studies at Eastern Michigan University. Interested students should consult the EMU-WCC articulation guide for information on course and program transferability.

#### Business Office Administration Concentrations

##### Administrative Assistant (ADMA)

(65 credits)

BOS 101C	Advanced Keyboarding	1
BOS 106	Electronic Planning, Sharing and Organization	3
BOS 206	Personal Management Application and Internet Resources	2
	Writing Elective(s)*	4
	Math Elective(s)	4
ACC 100 or	Accounting Practices for Business	
ACC 111	Principles of Accounting I	3
BOS 157	Word Processing and Document Formatting I	3
BOS 184	Spreadsheet Software Applications I	3
	Arts/Human. Elective(s)	3
BMG 155	Business on the Internet	3
BOS 207	Presentation Software Applications	2
BOS 257	Word Processing and Document Formatting II	3
BOS 284	Spreadsheet Software Applications II	3
	Speech Elective(s)**	3
BMG 207	Business Communication	3
BOS 182	Database Software Applications	3
BOS 208	Desktop Publishing for the Office	3
	Nat. Sci. Elective(s)	3
ACC 131	Accounting Information Systems	3
BOS 230	Electronic Forms Design	3
BOS 250	Office Administration	4
	Soc. Sci. Elective(s)	3

Minimum Credits Required for the Concentration or Option: 65

**Program Information Report**

**Law Office Administration (LAWA) (65 credits)**

BOS 101C	Advanced Keyboarding	1
BOS 106	Electronic Planning, Sharing and Organization	3
BOS 206	Personal Management Application and Internet Resources	2
	Math Elective(s)	4
	Writing Elective(s)*	4
ACC 111	Principles of Accounting I	3
BOS 157	Word Processing and Document Formatting I	3
BOS 184	Spreadsheet Software Applications I	3
	Arts/Human. Elective(s)	3
CJT 130	Introduction to Paralegal Studies	3
BOS 207	Presentation Software Applications	2
BOS 257	Word Processing and Document Formatting II	3
BOS 284	Spreadsheet Software Applications II	3
	Speech Elective(s)**	3
BMG 111	Business Law I	3
BMG 155	Business on the Internet	3
BOS 182	Database Software Applications	3
	Nat. Sci. Elective(s)	3
BMG 207	Business Communication	3
BOS 250	Office Administration	4
CJT 154	Everyday Law I: Law and Civil Liberties	3
	Soc. Sci. Elective(s)	3

**Minimum Credits Required for the Concentration or Option: 65**

**Medical Administrative Assistant (MEDA) (63 credits)**

BOS 101C	Advanced Keyboarding	1
BOS 106	Electronic Planning, Sharing and Organization	3
BOS 206	Personal Management Application and Internet Resources	2
	Math Elective(s)	4
	Writing Elective(s)*	4
BOS 157	Word Processing and Document Formatting I	3
BOS 184	Spreadsheet Software Applications I	3
HSC 124	Medical Terminology	3
	Arts/Human. Elective(s)	3
BOS 207	Presentation Software Applications	2
BOS 257	Word Processing and Document Formatting II	3
MBC 185	Medical Computer Skills and Electronic Health Records	3
MBC 223	Medical Billing and Coding	3
	Speech Elective(s)**	3
BIO 102 or BIO 109 or BIO 111	Human Biology Essentials of Human Anatomy and Physiology Anatomy and Physiology - Normal Structure and Function	4-5
BMG 155	Business on the Internet	3
BMG 207	Business Communication	3
MBC 224	Medical Insurance and Reimbursement	4

## Program Information Report

BOS 182	Database Software Applications	3
HSC 115	Clinical Procedures for Administrative Medical Assistants	2
HSC 131	CPR/AED for the Professional Rescuer and First Aid	1
	Soc. Sci. Elective(s)	3

**Minimum Credits Required for the Concentration or Option: 63**

### Office Management (OFMG) (67 credits)

BOS 101C	Advanced Keyboarding	1
BOS 106	Electronic Planning, Sharing and Organization	3
BOS 206	Personal Management Application and Internet Resources	2
	Math Elective(s)	4
	Writing Elective(s)*	4

ACC 100	Accounting Practices for Business	3
BOS 157	Word Processing and Document Formatting I	3
BOS 184	Spreadsheet Software Applications I	3
BOS 230	Electronic Forms Design	3
	Arts/Human. Elective(s)	3

ACC 110	Payroll Accounting	2
BMG 155	Business on the Internet	3
BOS 207	Presentation Software Applications	2
BOS 257	Word Processing and Document Formatting II	3
	Speech Elective(s)**	3

BMG 200	Relationship Skills in the Workplace	3
BMG 207	Business Communication	3
BOS 182	Database Software Applications	3
	Nat. Sci. Elective(s)	3

BMG 240	Human Resources Management	3
BMG 279	Performance Management	3
BOS 250	Office Administration	4
	Soc. Sci. Elective(s)	3

**Minimum Credits Required for the Concentration or Option: 67**

**Minimum Credits Required for the Program: 63**

#### Notes:

\*ENG 111 is recommended.

\*\*COM 101 is recommended.

PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code: APBOAD Program Name: Business Office Administration

Effective Term: 201609

Division Code: BCT Department: Business

**Directions:**

1. Attach the current program listing from the WCC catalog or Web site and indicate any changes to be made.
2. Draw lines through any text that should be deleted and write in additions. Extensive narrative changes can be included on a separate sheet.
3. Check the boxes below for each type of change being proposed. Changes to courses, discontinuing a course, or adding new courses as part of the proposed program change, must be approved separately using a Master Syllabus form, but should be submitted at the same time as the program change form.

**Requested Changes:**

- |  |   |
|--|---|
| <input type="checkbox"/> Review                                      | <input type="checkbox"/> Program admission requirements   |
| <input checked="" type="checkbox"/> Remove course(s): <u>BOS 175</u> | <input type="checkbox"/> Continuing eligibility requirements  |
| <input type="checkbox"/> Add course(s): _____                        | <input type="checkbox"/> Program outcomes   |
| <input type="checkbox"/> Program title (title was _____)             | <input type="checkbox"/> Accreditation information  |
| <input type="checkbox"/> Description                                 | <input type="checkbox"/> Discontinuation (attach program discontinuation plan that includes transition of students and timetable for phasing out courses) |
| <input type="checkbox"/> Type of award                               | <input type="checkbox"/> Other _____  |
| <input type="checkbox"/> Advisors                                    |   |
| <input type="checkbox"/> Articulation information                    |   |

Show all changes on the attached page from the catalog.

**Rationale for proposed changes or discontinuation:**

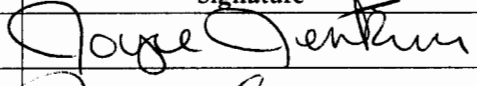

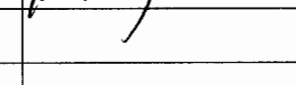
BOS 175 being inactivated in the fall of 2016. Students completing the Medical Administrative Assistant (MEDA) option will then be required to complete BMG 207 (Business Communication), which is already listed within the MEDA option.

**Financial/staffing/equipment/space implications:**

N/A

**List departments that have been consulted regarding their use of this program.**

**Signatures:**

Reviewer	Print Name	Signature	Date
Initiator	Joyce Jenkins		2/11/16
Department Chair	Julianne Davies		2/14/16
Division Dean/Administrator	Kimberly Hurns		2/18/16
Vice President for Instruction	Michael Nealon		
President			

Do not write in shaded area. Entered in: Banner \_\_\_\_\_ C&A Database \_\_\_\_\_ Log File \_\_\_\_\_ Board Approval \_\_\_\_\_

Please submit completed form to the Office of Curriculum and Assessment (SC 257).



# ACADEMICS

## Business Office Administration (APBOAD)

Associate in Applied Science Degree

2013 - 2014    2014 - 2015    2015 - 2016

### Description

This program prepares students for higher-level support positions in office settings where increased responsibilities require technical skills in desktop publishing, presentation software, accounting, and database software. Students will also gain broader skills through completion of the general education courses required for an associate's degree.

Note: This program is not an AAMA Certification preparation program.

### Articulation

Eastern Michigan University, BS degree (only applies to the Law Office Administration concentration).

Copies can be obtained from the Counseling Office, a program advisor, or from the Curriculum and Assessment Office Web site: [www.wccnet.edu/departments/curriculum/articulation.php?levelone=colleges](http://www.wccnet.edu/departments/curriculum/articulation.php?levelone=colleges)

### Contact Information

**Division:** Business/Computer Technologies  
**Department:** Business Office Systems Dept  
**Advisors:** [Joyce Jenkins](#)  
[Sandro Tuccinardi](#)

### Requirements

(Items marked in orange are available online.)

Select a concentration for requirements and total credits required for program.

- ▶ Administrative Assistant (ADMA)
- ▶ Law Office Administration (LAWA)
- ▶ Medical Administrative Assistant (MEDA)

#### First Semester

Class	Title	Credits
<a href="#">BOS 101C</a>	Advanced Keyboarding	1
<a href="#">BOS 106</a>	Electronic Planning, Sharing and Organization	3
<a href="#">BOS 206</a>	Personal Management Application and Internet Resources	2
<a href="#">Elective(s)</a>	<a href="#">Math</a>	4
<a href="#">Elective(s)</a>	<a href="#">Writing *</a>	4
<b>Total</b>		<b>14</b>

#### Second Semester

Class	Title	Credits
<a href="#">BOS 157</a>	Word Processing and Document Formatting I	3
<a href="#">BOS 184</a>	Spreadsheet Software Applications I	3
<a href="#">HSC 124</a>	Medical Terminology	3
<a href="#">Elective(s)</a>	<a href="#">Arts and Humanities</a>	3
<b>Total</b>		<b>12</b>

#### Third Semester

Class	Title	Credits
<a href="#">BOS 185</a>	Medical Computer Skills and Electronic Health Records	3
<a href="#">BOS 207</a>	Presentation Software Applications	2
<a href="#">BOS 223</a>	Medical Office Procedures	3
<a href="#">BOS 257</a>	Word Processing and Document Formatting II	3
<a href="#">Elective(s)</a>	<a href="#">Speech **</a>	3

Total	14
-------	----

**Fourth Semester**

Class	Title	Credits
BIO 102	or Human Biology	
BIO 109	or Essentials of Human Anatomy and Physiology	
BIO 111	Anatomy and Physiology - Normal Structure and Function	4 - 5
BMG 155	Business on the Internet	3
BMG 207	<del>or</del> Business Communication	3
<del>BOS 175</del>	<del>Medical Office Communication</del>	<del>2 - 3</del>
BOS 224	Medical Insurance and Reimbursement	4
Total		13 - 15

14-15

**Fifth Semester**

Class	Title	Credits
BOS 182	Database Software Applications	3
HSC 115	Clinical Procedures for Administrative Medical Assistants	2
HSC 131	CPR/AED for the Professional Rescuer and First Aid	1
Elective(s)	<u>Social and Behavioral Science</u>	3
Total		9

Total Credits Required: 62 - 64

› Office Management (OFMG)

**Footnotes**

\*ENG 111 is recommended.

\*\*COM 101 is recommended.

## PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code: APBOAD Program Name: Business Office Administration

Effective Term: 201609

Division Code: BCT Department: Business

**Directions:**

1. Attach the current program listing from the WCC catalog or Web site and indicate any changes to be made.
2. Draw lines through any text that should be deleted and write in additions. Extensive narrative changes can be included on a separate sheet.
3. Check the boxes below for each type of change being proposed. Changes to courses, discontinuing a course, or adding new courses as part of the proposed program change, must be approved separately using a Master Syllabus form, but should be submitted at the same time as the program change form.

**Requested Changes:**

- |  |   |
|--|---|
| <input type="checkbox"/> Review                                      | <input type="checkbox"/> Program admission requirements   |
| <input checked="" type="checkbox"/> Remove course(s): <u>BOS 211</u> | <input type="checkbox"/> Continuing eligibility requirements  |
| <input checked="" type="checkbox"/> Add course(s): <u>CJT 130</u>    | <input type="checkbox"/> Program outcomes   |
| <input type="checkbox"/> Program title (title was _____)             | <input type="checkbox"/> Accreditation information  |
| <input type="checkbox"/> Description                                 | <input type="checkbox"/> Discontinuation (attach program discontinuation plan that includes transition of students and timetable for phasing out courses) |
| <input type="checkbox"/> Type of award                               | <input type="checkbox"/> Other _____  |
| <input type="checkbox"/> Advisors                                    |   |
| <input type="checkbox"/> Articulation information                    |   |

Show all changes on the attached page from the catalog.**Rationale for proposed changes or discontinuation:**

The BOS 211 (Intro to Paralegal Studies) course was created prior to the AAPSPL (Paralegal Studies/Pre-Law) program being developed. Course being updated as CJT 130 (Intro to Paralegal Studies).

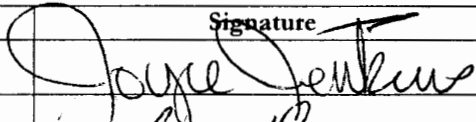
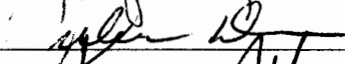
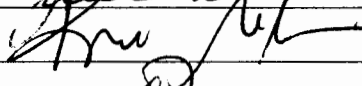
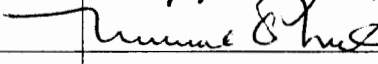
**Financial/staffing/equipment/space implications:**

N/A

**List departments that have been consulted regarding their use of this program.**

Public Service Careers

**Signatures:**

Reviewer	Print Name	Signature	Date
Initiator	Joyce Jenkins		1/19/16
Department Chair	Julianne Davies		1/20/16
Division Dean/Administrator	Kimberly Hurns		1/25/16
Vice President for Instruction	Michael Nealon		2/12/16
President			

Do not write in shaded area. Entered in: Banner 2/16/16 & A Database NO Log File ☒ Board Approval NA

Please submit completed form to the Office of Curriculum and Assessment (SC 257).

# ACADEMICS

## Business Office Administration (APBOAD)

Associate in Applied Science Degree

2013 - 2014 2014 - 2015 2015 - 2016

### Description

This program prepares students for higher-level support positions in office settings where increased responsibilities require technical skills in desktop publishing, presentation software, accounting, and database software. Students will also gain broader skills through completion of the general education courses required for an associate's degree.

Note: This program is not an AAMA Certification preparation program.

### Articulation

Eastern Michigan University, BS degree (only applies to the Law Office Administration concentration).

Copies can be obtained from the Counseling Office, a program advisor, or from the Curriculum and Assessment Office Web site: [www.wccnet.edu/departments/curriculum/articulation.php?levelone=colleges](http://www.wccnet.edu/departments/curriculum/articulation.php?levelone=colleges)

### Contact Information

**Division:** Business/Computer Technologies  
**Department:** Business Office Systems Dept  
**Advisors:** [Joyce Jenkins](#)  
[Sandro Tuccinardi](#)

### Requirements

(Items marked in orange are available online.)

Select a concentration for requirements and total credits required for program.

- ▶ Administrative Assistant (ADMA)
- ▶ Law Office Administration (LAWA)

#### First Semester

Class	Title	Credits
BOS 101C	Advanced Keyboarding	1
BOS 106	Electronic Planning, Sharing and Organization	3
BOS 206	Personal Management Application and Internet Resources	2
Elective(s)	Math	4
Elective(s)	Writing *	4
<b>Total</b>		<b>14</b>

#### Second Semester

Class	Title	Credits
ACC 111	Principles of Accounting I	3
BOS 157	Word Processing and Document Formatting I	3
BOS 184	Spreadsheet Software Applications I	3
Elective(s)	Arts and Humanities	3
<b>Total</b>		<b>12</b>

#### Third Semester

Class	Title	Credits
BOS 207	Presentation Software Applications	2
<del>BOS 211</del>	Introduction to Paralegal Studies	3
BOS 257	Word Processing and Document Formatting II	3
BOS 284	Spreadsheet Software Applications II	3
Elective(s)	Speech **	3
<b>Total</b>		<b>14</b>

CJT 130

**Fourth Semester**

Class	Title	Credits
<a href="#">BMG 111</a>	Business Law I	3
<a href="#">BMG 155</a>	Business on the Internet	3
<a href="#">BOS 182</a>	Database Software Applications	3
<a href="#">Elective(s)</a>	<a href="#">Natural Sciences</a>	3
<b>Total</b>		<b>12</b>

**Fifth Semester**

Class	Title	Credits
<a href="#">BMG 207</a>	Business Communication	3
<a href="#">BOS 250</a>	Office Administration	4
<a href="#">CJT 154</a>	Everyday Law I: Law and Civil Liberties	3
<a href="#">Elective(s)</a>	<a href="#">Social and Behavioral Science</a>	3
<b>Total</b>		<b>13</b>

**Total Credits Required: 65**

- ▶ Medical Administrative Assistant (MEDA)
- ▶ Office Management (OFMG)

**Footnotes**

\*ENG 111 is recommended.

\*\*COM 101 is recommended.

**Program Information Report****School of Business and Entrepreneurial Studies**

Learn the fundamentals you will need to become a business leader or entrepreneur. These programs help you develop entry-level skills in various aspects of business. Whether your goal is to make your place in an existing industry or branch out on your own, these programs can provide the foundation for success.

Washtenaw Community College offers programs at several levels for students who want to begin new careers, or advance in their existing careers. The first level is the certificate, which can vary from nine to thirty-six credits, depending on the field. Certificates generally prepare students for entry-level jobs.

After completing a certificate, students can progress to the next level, the advanced certificate. The credit hours required for these programs also vary. This type of certificate provides a more specialized level of skill development, and often allows students to upgrade their positions at their places of employment.

The next level, an Associate in Applied Science, is available for some programs. For some career fields, it is possible to earn a certificate, an advanced certificate, and an Associate in Applied Science degree in the same field. In these cases, the credit hours from the certificate and advanced certificate can be applied to the credit hours needed for the Associate in Applied Science degree.

Alternatively, students can earn an AAS in Occupational Studies by completing a certificate, advanced certificate (if one exists) and General Education requirements.

**Business Office Systems**

Whether you are just starting out in an office or advancing to a high-level administrative or executive assistant position, these programs can help you achieve your goals.



## Program Information Report

**Business Office Administration (APBOAD)****Associate in Applied Science Degree****Program Effective Term:** Fall 2015**High Demand Occupation High Skill Occupation High Wage Occupation**

This program prepares students for higher-level support positions in office settings where increased responsibilities require technical skills in desktop publishing, presentation software, accounting, and database software. Students will also gain broader skills through completion of the general education courses required for an associate's degree.

Note: This program is not an AAMA Certification preparation program.

**Articulation:**

Eastern Michigan University, BS degree (only applies to the Law Office Administration concentration).

Copies can be obtained from the Counseling Office, a program advisor, or from the Curriculum and Assessment Office Web site: [www.wccnet.edu/departments/curriculum/articulation.php?levelone=colleges](http://www.wccnet.edu/departments/curriculum/articulation.php?levelone=colleges)

**Minimum Concentration Credits Required for the Program:****62**

Complete one of the following concentrations: Administrative Assistant, Medical Administrative Assistant, Law Office Administration or Office Management.

The Law Office Administration (LAWA) concentration should not be regarded as a paralegal certification program and is intended solely for those students considering transferring into the undergraduate Bachelor of Science in Paralegal Studies at Eastern Michigan University. Interested students should consult the EMU-WCC articulation guide for information on course and program transferability.

**Business Office Administration Concentrations****Administrative Assistant (ADMA) (65 credits)****First Semester (14 credits)**

BOS 101C	Advanced Keyboarding	1
BOS 106	Electronic Planning, Sharing and Organization	3
BOS 206	Personal Management Application and Internet Resources	2
	Writing Elective(s)*	4
	Math Elective(s)	4

**Second Semester (12 credits)**

ACC 100 or	Accounting Practices for Business	
ACC 111	Principles of Accounting I	3
BOS 157	Word Processing and Document Formatting I	3
BOS 184	Spreadsheet Software Applications I	3
	Arts/Human. Elective(s)	3

**Third Semester (14 credits)**

BMG 155	Business on the Internet	3
BOS 207	Presentation Software Applications	2
BOS 257	Word Processing and Document Formatting II	3
BOS 284	Spreadsheet Software Applications II	3
	Speech Elective(s)**	3

**Fourth Semester (12 credits)**

BMG 207	Business Communication	3
BOS 182	Database Software Applications	3
BOS 208	Desktop Publishing for the Office	3
	Nat. Sci. Elective(s)	3

**Fifth Semester (13 credits)**

ACC 131	Accounting Information Systems	3
BOS 230	Electronic Forms Design	3
BOS 250	Office Administration	4
	Soc. Sci. Elective(s)	3

**Minimum Credits Required for the Concentration or Option: 65**



## Program Information Report

### **Law Office Administration (LAWA) (65 credits)**

#### **First Semester (14 credits)**

BOS 101C	Advanced Keyboarding	1
BOS 106	Electronic Planning, Sharing and Organization	3
BOS 206	Personal Management Application and Internet Resources	2
	Math Elective(s)	4
	Writing Elective(s)*	4

#### **Second Semester (12 credits)**

ACC 111	Principles of Accounting I	3
BOS 157	Word Processing and Document Formatting I	3
BOS 184	Spreadsheet Software Applications I	3
	Arts/Human. Elective(s)	3

#### **Third Semester (14 credits)**

BOS 207	Presentation Software Applications	2
BOS 211	Introduction to Paralegal Studies	3
BOS 257	Word Processing and Document Formatting II	3
BOS 284	Spreadsheet Software Applications II	3
	Speech Elective(s)**	3

#### **Fourth Semester (12 credits)**

BMG 111	Business Law I	3
BMG 155	Business on the Internet	3
BOS 182	Database Software Applications	3
	Nat. Sci. Elective(s)	3

#### **Fifth Semester (13 credits)**

BMG 207	Business Communication	3
BOS 250	Office Administration	4
CJT 154	Everyday Law I: Law and Civil Liberties	3
	Soc. Sci. Elective(s)	3

**Minimum Credits Required for the Concentration or Option: 65**

### **Medical Administrative Assistant (MEDA) (62 credits)**

#### **First Semester (14 credits)**

BOS 101C	Advanced Keyboarding	1
BOS 106	Electronic Planning, Sharing and Organization	3
BOS 206	Personal Management Application and Internet Resources	2
	Math Elective(s)	4
	Writing Elective(s)*	4

#### **Second Semester (12 credits)**

BOS 157	Word Processing and Document Formatting I	3
BOS 184	Spreadsheet Software Applications I	3
HSC 124	Medical Terminology	3
	Arts/Human. Elective(s)	3

#### **Third Semester (14 credits)**

BOS 185	Medical Computer Skills and Electronic Health Records	3
BOS 207	Presentation Software Applications	2
BOS 223	Medical Office Procedures	3
BOS 257	Word Processing and Document Formatting II	3
	Speech Elective(s)**	3

#### **Fourth Semester (13 credits)**

BIO 102 or	Human Biology	
BIO 109 or	Essentials of Human Anatomy and Physiology	
BIO 111	Anatomy and Physiology - Normal Structure and Function	4-5
BMG 155	Business on the Internet	3
BMG 207 or	Business Communication	
BOS 175	Medical Office Communication	2-3
BOS 224	Medical Office Insurance and Billing	4



## Program Information Report

<b>Fifth Semester</b>		<b>(9 credits)</b>
BOS 182	Database Software Applications	3
HSC 115	Clinical Procedures for Administrative Medical Assistants	2
HSC 131	CPR/AED for the Professional Rescuer and First Aid	1
	Soc. Sci. Elective(s)	3

**Minimum Credits Required for the Concentration or Option: 62**

### **Office Management (OFMG) (67 credits)**

<b>First Semester</b>		<b>(14 credits)</b>
BOS 101C	Advanced Keyboarding	1
BOS 106	Electronic Planning, Sharing and Organization	3
BOS 206	Personal Management Application and Internet Resources	2
	Math Elective(s)	4
	Writing Elective(s)*	4

<b>Second Semester</b>		<b>(15 credits)</b>
ACC 100	Accounting Practices for Business	3
BOS 157	Word Processing and Document Formatting I	3
BOS 184	Spreadsheet Software Applications I	3
BOS 230	Electronic Forms Design	3
	Arts/Human. Elective(s)	3

<b>Third Semester</b>		<b>(13 credits)</b>
ACC 110	Payroll Accounting	2
BMG 155	Business on the Internet	3
BOS 207	Presentation Software Applications	2
BOS 257	Word Processing and Document Formatting II	3
	Speech Elective(s)**	3

<b>Fourth Semester</b>		<b>(12 credits)</b>
BMG 200	Relationship Skills in the Workplace	3
BMG 207	Business Communication	3
BOS 182	Database Software Applications	3
	Nat. Sci. Elective(s)	3

<b>Fifth Semester</b>		<b>(13 credits)</b>
BMG 240	Human Resources Management	3
BMG 279	Performance Management	3
BOS 250	Office Administration	4
	Soc. Sci. Elective(s)	3

**Minimum Credits Required for the Concentration or Option: 67**

**Minimum Credits Required for the Program: 62**

#### **Notes:**

\*ENG 111 is recommended.

\*\*COM 101 is recommended.



## PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code: APBOAD Program Name: Business Office Administration  
with MEDA Option + OFMG Option  
Division Code: BCTD Department: Business Office Systems

Effective Term: Fall 2015

DEAN BCT DIVISION JAN 9/15

**Directions:**

1. Attach the current program listing from the WCC catalog or Web site and indicate any changes to be made.
2. Draw lines through any text that should be deleted and write in additions. Extensive narrative changes can be included on a separate sheet.
3. Check the boxes below for each type of change being proposed. Changes to courses, discontinuing a course, or adding new courses as part of the proposed program change, must be approved separately using a Master Syllabus form, but should be submitted at the same time as the program change form.

**Requested Changes:**

- |  |   |
|--|---|
| <input type="checkbox"/> Review  | <input type="checkbox"/> Program admission requirements   |
| <input checked="" type="checkbox"/> Remove course(s): <u>CIS 117 (OFMG)</u>  | <input type="checkbox"/> Continuing eligibility requirements  |
| <input checked="" type="checkbox"/> Add course(s): <u>BIO 111 (students will have the option to take BIO 102, BIO 109, or BIO 111); BOS 230 (OFMG)</u> | <input type="checkbox"/> Program outcomes   |
| <input type="checkbox"/> Program title (title was _____)   | <input type="checkbox"/> Accreditation information  |
| <input type="checkbox"/> Description   | <input type="checkbox"/> Discontinuation (attach program discontinuation plan that includes transition of students and timetable for phasing out courses) |
| <input type="checkbox"/> Type of award   | <input type="checkbox"/> Other _____  |
| <input type="checkbox"/> Advisors  |   |
| <input type="checkbox"/> Articulation information  |   |

Show all changes on the attached page from the catalog.**Rationale for proposed changes or discontinuation:**

BIO 109 typically does not transfer, while BIO 111 does transfer to some schools. Students should have the option to take either Anatomy and Physiology course (BIO 109 or BIO 111).

OFMG: The CIS Dept. will be discontinuing CIS 117 in Fall 2015.

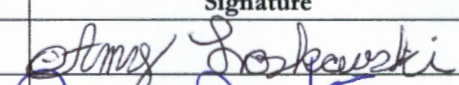
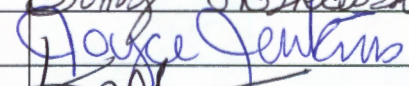
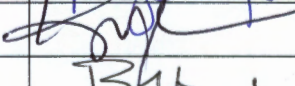
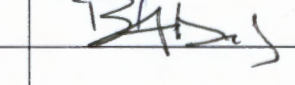
**Financial/staffing/equipment/space implications:**

N/A

**List departments that have been consulted regarding their use of this program.**

N/A

**Signatures:**

Reviewer	Print Name	Signature	Date
Initiator	Amy Loskowski		1-9-15
Department Chair	Joyce Jenkins		1-9-15
Division Dean/Administrator	Kimberly Hurns		1/13/15
Vice President for Instruction	William Abernethy		1/23/15
President			

Do not write in shaded area. Entered in: Banner 2/16/15 C&A Database 2/16/15 Log File 2/16/15 Board Approval \_\_\_\_\_

Please submit completed form to the Office of Curriculum and Assessment and email an electronic copy to [sjohn@wccnet.edu](mailto:sjohn@wccnet.edu) for posting on the website.

# ACADEMICS

## Business Office Administration (APBOAD)

Associate in Applied Science Degree

 2013 - 2014 2014 - 2015

### Description

This program prepares students for higher-level support positions in office settings where increased responsibilities require technical skills in desktop publishing, presentation software, accounting, and database software. Students will also gain broader skills through completion of the general education courses required for an associate's degree.

Note: This program is not an AAMA Certification preparation program.

### Articulation

Eastern Michigan University, BS degree (only applies to the Law Office Administration concentration).

Copies can be obtained from the Counseling Office, a program advisor, or from the Curriculum and Assessment Office Web site:  
[www.wccnet.edu/departments/curriculum/articulation.php?levelone=colleges](http://www.wccnet.edu/departments/curriculum/articulation.php?levelone=colleges)

### Contact Information

**Division:** Business/Computer Technologies  
**Department:** Business Office Systems Dept  
**Advisors:** [Joyce Jenkins](#)

### Requirements

Select a concentration for requirements and total credits required for program.

▶ Administrative Assistant (ADMA)

▶ Law Office Administration (LAWA)

▶ Medical Administrative Assistant (MEDA)

#### First Semester

Class	Title	Credits
<a href="#">BOS 101C</a>	Advanced Keyboarding	1
<a href="#">BOS 106</a>	Electronic Planning, Sharing and Organization	3
<a href="#">BOS 206</a>	Personal Management Application and Internet Resources	2
<a href="#">Elective(s)</a>	<a href="#">Math</a>	4
<a href="#">Elective(s)</a>	<a href="#">Writing *</a>	4
<b>Total</b>		<b>14</b>

#### Second Semester

Class	Title	Credits
<a href="#">BOS 157</a>	Word Processing and Document Formatting I	3
<a href="#">BOS 184</a>	Spreadsheet Software Applications I	3
<a href="#">HSC 124</a>	Medical Terminology	3
<a href="#">Elective(s)</a>	<a href="#">Arts and Humanities</a>	3
<b>Total</b>		<b>12</b>

#### Third Semester

Class	Title	Credits
<a href="#">BOS 185</a>	Medical Computer Skills and Electronic Health Records	3
<a href="#">BOS 207</a>	Presentation Software Applications	2
<a href="#">BOS 223</a>	Medical Office Procedures	3
<a href="#">BOS 257</a>	Word Processing and Document Formatting II	3
<a href="#">Elective(s)</a>	<a href="#">Speech **</a>	3



Total	14
-------	----

**Fourth Semester**

Class	Title	Credits
BIO 102 or	Human Biology	
BIO 109	Essentials of Human Anatomy and Physiology	4
BMG 155	Business on the Internet	3
BMG 207 or	Business Communication	
BOS 175	Medical Office Communication	2 - 3
BOS 224	Medical Office Insurance and Billing	4
Total		13 - 14

4-5

15

**Fifth Semester**

Class	Title	Credits
BOS 182	Database Software Applications	3
HSC 115	Clinical Procedures for Administrative Medical Assistants	2
HSC 131	CPR/AED for the Professional Rescuer and First Aid	1
Elective(s)	Social and Behavioral Science	3
Total		9

Total Credits Required: 62-63

› Office Management (OFMG)

**Footnotes**

\*ENG 111 is recommended.

\*\*COM 101 is recommended.

~~63-64~~  
62-64

BIO 102 OR  
BIO 109 OR  
BIO 111



# ACADEMICS

## Business Office Administration (APBOARD)

Associate in Applied Science Degree

2013 - 2014 2014 - 2015

### Description

This program prepares students for higher-level support positions in office settings where increased responsibilities require technical skills in desktop publishing, presentation software, accounting, and database software. Students will also gain broader skills through completion of the general education courses required for an associate's degree.

Note: This program is not an AAMA Certification preparation program.

### Articulation

Eastern Michigan University, BS degree (only applies to the Law Office Administration concentration).

Copies can be obtained from the Counseling Office, a program advisor, or from the Curriculum and Assessment Office Web site:  
[www.wccnet.edu/departments/curriculum/articulation.php?levelone=colleges](http://www.wccnet.edu/departments/curriculum/articulation.php?levelone=colleges)

### Contact Information

**Division:** Business/Computer Technologies

**Department:** Business Office Systems Dept

**Advisors:** [Joyce Jenkins](#)

### Requirements

Select a concentration for requirements and total credits required for program.

- › Administrative Assistant (ADMA)
- › Law Office Administration (LAWA)
- › Medical Administrative Assistant (MEDA)
- ▲ Office Management (OFMG)

#### First Semester

Class	Title	Credits
<a href="#">BOS 101C</a>	Advanced Keyboarding	1
<a href="#">BOS 106</a>	Electronic Planning, Sharing and Organization	3
<a href="#">BOS 206</a>	Personal Management Application and Internet Resources	2
<a href="#">Elective(s)</a>	<a href="#">Math</a>	4
<a href="#">Elective(s)</a>	<a href="#">Writing *</a>	4
<b>Total</b>		<b>14</b>

#### Second Semester

Class	Title	Credits
<a href="#">ACC 100</a>	Accounting Practices for Business	3
<a href="#">BOS 157</a>	Word Processing and Document Formatting I	3
<a href="#">BOS 184</a>	Spreadsheet Software Applications I	3
<del><a href="#">CIS 117</a></del>	<del>Windows Operating System</del>	<del>2</del>
<a href="#">Elective(s)</a>	<a href="#">Arts and Humanities</a>	3
<b>Total</b>		<b>15</b>

#### Third Semester

Class	Title	Credits
<a href="#">ACC 110</a>	Payroll Accounting	2
<a href="#">BMG 155</a>	Business on the Internet	3
<a href="#">BOS 207</a>	Presentation Software Applications	2

increase credits <sup>no</sup>

BOS 230  
3 credits

<u>BOS 257</u>	Word Processing and Document Formatting II	3
<u>Elective(s)</u>	<u>Speech **</u>	3
<b>Total</b>		<b>13</b>

**Fourth Semester**

Class	Title	Credits
<u>BMG 200</u>	Relationship Skills in the Workplace	3
<u>BMG 207</u>	Business Communication	3
<u>BOS 182</u>	Database Software Applications	3
<u>Elective(s)</u>	<u>Natural Sciences</u>	3
<b>Total</b>		<b>12</b>

**Fifth Semester**

Class	Title	Credits
<u>BMG 240</u>	Human Resources Management	3
<u>BMG 279</u>	Performance Management	3
<u>BOS 250</u>	Office Administration	4
<u>Elective(s)</u>	<u>Social and Behavioral Science</u>	3
<b>Total</b>		<b>13</b>

Total Credits Required:

66

**Footnotes**

\*ENG 111 is recommended.

\*\*COM 101 is recommended.

**Program Information Report****School of Business and Entrepreneurial Studies**

Learn the fundamentals you will need to become a business leader or entrepreneur. These programs help you develop entry-level skills in various aspects of business. Whether your goal is to make your place in an existing industry or branch out on your own, these programs can provide the foundation for success.

Washtenaw Community College offers programs at several levels for students who want to begin new careers, or advance in their existing careers. The first level is the certificate, which can vary from nine to thirty-six credits, depending on the field. Certificates generally prepare students for entry-level jobs.

After completing a certificate, students can progress to the next level, the advanced certificate. The credit hours required for these programs also vary. This type of certificate provides a more specialized level of skill development, and often allows students to upgrade their positions at their places of employment.

The next level, an Associate in Applied Science, is available for some programs. For some career fields, it is possible to earn a certificate, an advanced certificate, and an Associate in Applied Science degree in the same field. In these cases, the credit hours from the certificate and advanced certificate can be applied to the credit hours needed for the Associate in Applied Science degree.

Alternatively, students can earn an AAS in Occupational Studies by completing a certificate, advanced certificate (if one exists) and General Education requirements.

**Business Office Systems**

Whether you are just starting out in an office or advancing to a high-level administrative or executive assistant position, these programs can help you achieve your goals.

## Program Information Report

### **Business Office Administration (APBOAD)**

#### **Associate in Applied Science Degree**

**Program Effective Term: Fall 2014**

**High Demand Occupation   High Skill Occupation   High Wage Occupation**

This program prepares students for higher-level support positions in office settings where increased responsibilities require technical skills in desktop publishing, presentation software, accounting, and database software. Students will also gain broader skills through completion of the general education courses required for an associate's degree.

Note: This program is not an AAMA Certification preparation program.

#### **Articulation:**

Eastern Michigan University, BS degree (only applies to the Law Office Administration concentration).

Copies can be obtained from the Counseling Office, a program advisor, or from the Curriculum and Assessment Office Web site: [www.wccnet.edu/departments/curriculum/articulation.php?levelone=colleges](http://www.wccnet.edu/departments/curriculum/articulation.php?levelone=colleges)

#### **Minimum Concentration Credits Required for the Program:**

**63**

Complete one of the following concentrations: Administrative Assistant, Medical Administrative Assistant, Law Office Administration or Office Management.

The Law Office Administration (LAWA) concentration should not be regarded as a paralegal certification program and is intended solely for those students considering transferring into the undergraduate Bachelor of Science in Paralegal Studies at Eastern Michigan University. Interested students should consult the EMU-WCC articulation guide for information on course and program transferability.

#### **Business Office Administration Concentrations**

First Semester		(14 credits)
BOS 101C	Advanced Keyboarding	1
BOS 106	Electronic Planning, Sharing and Organization	3
BOS 206	Personal Management Application and Internet Resources	2
	Writing Elective(s)*	4
	Math Elective(s)	4
Second Semester		(12 credits)
ACC 100 or	Accounting Practices for Business	
ACC 111	Principles of Accounting I	3
BOS 157	Word Processing and Document Formatting I	3
BOS 184	Spreadsheet Software Applications I	3
	Arts/Human. Elective(s)	3
Third Semester		(14 credits)
BMG 155	Business on the Internet	3
BOS 207	Presentation Software Applications	2
BOS 257	Word Processing and Document Formatting II	3
BOS 284	Spreadsheet Software Applications II	3
	Speech Elective(s)**	3
Fourth Semester		(12 credits)
BMG 207	Business Communication	3
BOS 182	Database Software Applications	3
BOS 208	Desktop Publishing for the Office	3
	Nat. Sci. Elective(s)	3
Fifth Semester		(13 credits)
ACC 131	Accounting Information Systems	3
BOS 230	Electronic Forms Design	3
BOS 250	Office Administration	4
	Soc. Sci. Elective(s)	3

**Minimum Credits Required for the Concentration or Option: 65**

## Program Information Report

<b>First Semester</b>		<b>(14 credits)</b>
BOS 101C	Advanced Keyboarding	1
BOS 106	Electronic Planning, Sharing and Organization	3
BOS 206	Personal Management Application and Internet Resources	2
	Math Elective(s)	4
	Writing Elective(s)*	4
<b>Second Semester</b>		<b>(12 credits)</b>
ACC 111	Principles of Accounting I	3
BOS 157	Word Processing and Document Formatting I	3
BOS 184	Spreadsheet Software Applications I	3
	Arts/Human. Elective(s)	3
<b>Third Semester</b>		<b>(14 credits)</b>
BOS 207	Presentation Software Applications	2
BOS 211	Introduction to Paralegal Studies	3
BOS 257	Word Processing and Document Formatting II	3
BOS 284	Spreadsheet Software Applications II	3
	Speech Elective(s)**	3
<b>Fourth Semester</b>		<b>(12 credits)</b>
BMG 111	Business Law I	3
BMG 155	Business on the Internet	3
BOS 182	Database Software Applications	3
	Nat. Sci. Elective(s)	3
<b>Fifth Semester</b>		<b>(13 credits)</b>
BMG 207	Business Communication	3
BOS 250	Office Administration	4
CJT 154	Everyday Law I: Law and Civil Liberties	3
	Soc. Sci. Elective(s)	3

### **Minimum Credits Required for the Concentration or Option: 65**

<b>First Semester</b>		<b>(14 credits)</b>
BOS 101C	Advanced Keyboarding	1
BOS 106	Electronic Planning, Sharing and Organization	3
BOS 206	Personal Management Application and Internet Resources	2
	Math Elective(s)	4
	Writing Elective(s)*	4
<b>Second Semester</b>		<b>(12 credits)</b>
BOS 157	Word Processing and Document Formatting I	3
BOS 184	Spreadsheet Software Applications I	3
HSC 124	Medical Terminology	3
	Arts/Human. Elective(s)	3
<b>Third Semester</b>		<b>(14 credits)</b>
BOS 185	Medical Computer Skills and Electronic Health Records	3
BOS 207	Presentation Software Applications	2
BOS 223	Medical Office Procedures	3
BOS 257	Word Processing and Document Formatting II	3
	Speech Elective(s)**	3
<b>Fourth Semester</b>		<b>(13 credits)</b>
BIO 102 or	Human Biology	
BIO 109	Essentials of Human Anatomy and Physiology	4
BMG 155	Business on the Internet	3
BMG 207 or	Business Communication	
BOS 175	Medical Office Communication	2-3
BOS 224	Medical Office Insurance and Billing	4

## Program Information Report

<b>Fifth Semester</b>		<b>(9 credits)</b>
BOS 182	Database Software Applications	3
HSC 115	Clinical Procedures for Administrative Medical Assistants	2
HSC 131	CPR/AED for the Professional Rescuer and First Aid	1
	Soc. Sci. Elective(s)	3

**Minimum Credits Required for the Concentration or Option: 62**

<b>First Semester</b>		<b>(14 credits)</b>
BOS 101C	Advanced Keyboarding	1
BOS 106	Electronic Planning, Sharing and Organization	3
BOS 206	Personal Management Application and Internet Resources	2
	Math Elective(s)	4
	Writing Elective(s)*	4

<b>Second Semester</b>		<b>(14 credits)</b>
ACC 100	Accounting Practices for Business	3
BOS 157	Word Processing and Document Formatting I	3
BOS 184	Spreadsheet Software Applications I	3
CIS 117	Windows Operating System	2
	Arts/Human. Elective(s)	3

<b>Third Semester</b>		<b>(13 credits)</b>
ACC 110	Payroll Accounting	2
BMG 155	Business on the Internet	3
BOS 207	Presentation Software Applications	2
BOS 257	Word Processing and Document Formatting II	3
	Speech Elective(s)**	3

<b>Fourth Semester</b>		<b>(12 credits)</b>
BMG 200	Relationship Skills in the Workplace	3
BMG 207	Business Communication	3
BOS 182	Database Software Applications	3
	Nat. Sci. Elective(s)	3

<b>Fifth Semester</b>		<b>(13 credits)</b>
BMG 240	Human Resources Management	3
BMG 279	Performance Management	3
BOS 250	Office Administration	4
	Soc. Sci. Elective(s)	3

**Minimum Credits Required for the Concentration or Option: 66**

**Minimum Credits Required for the Program: 63**

**Notes:**

\*ENG 111 is recommended.

\*\*COM 101 is recommended.



## PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code: APBOAD Program Name: Business Office Administration –  
MEDA Option

Effective Term: Fall 2014

Division Code: BCTD Department: Business Office Systems

**Directions:**

1. Attach the current program listing from the WCC catalog or Web site and indicate any changes to be made.
2. Draw lines through any text that should be deleted and write in additions. Extensive narrative changes can be included on a separate sheet.
3. Check the boxes below for each type of change being proposed. Changes to courses, discontinuing a course, or adding new courses as part of the proposed program change, must be approved separately using a Master Syllabus form, but should be submitted at the same time as the program change form.

**Requested Changes:**

- |   |   |
|---|---|
| <input type="checkbox"/> Review                               | <input type="checkbox"/> Program admission requirements   |
| <input checked="" type="checkbox"/> Remove course(s): HIT 101 | <input type="checkbox"/> Continuing eligibility requirements  |
| <input checked="" type="checkbox"/> Add course(s): HSC 124    | <input type="checkbox"/> Program outcomes   |
| <input type="checkbox"/> Program title (title was _____)      | <input type="checkbox"/> Accreditation information  |
| <input type="checkbox"/> Description                          | <input type="checkbox"/> Discontinuation (attach program discontinuation plan that includes transition of students and timetable for phasing out courses) |
| <input type="checkbox"/> Type of award                        | <input type="checkbox"/> Other _____  |
| <input type="checkbox"/> Advisors                             |   |
| <input type="checkbox"/> Articulation information             |   |

Show all changes on the attached page from the catalog.

**Rationale for proposed changes or discontinuation:**

HSC 124 is the replacement course for HIT 101, which will be discontinued in the fall of 2014.

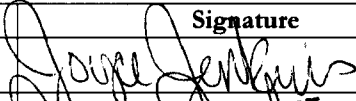
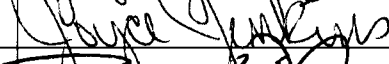

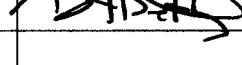
**Financial/staffing/equipment/space implications:**

No changes in or additional staffing/equipment/space resources required.

**List departments that have been consulted regarding their use of this program.**

N/A

**Signatures:**

Reviewer	Print Name	Signature	Date
Initiator	Joyce Jenkins		1/24/14
Department Chair	Joyce Jenkins		1/24/14
Division Dean/Administrator	Rosemary Wilson		1/27/14
Vice President for Instruction	Bill Abernethy		2/17/14
President	Rose Bellanca		

Do not write in shaded area. Entered in: Banner \_\_\_\_\_ C&A Database 2/22/14 Log File 2/20/14 Board Approval \_\_\_\_\_

Please submit completed form to the Office of Curriculum and Assessment and email an electronic copy to [sjohn@wccnet.edu](mailto:sjohn@wccnet.edu) for posting on the website.

## Program Information Report

**Business Office Administration (APBOAD)****Associate in Applied Science Degree****Program Effective Term: Fall 2013**

This program prepares students for higher-level support positions in office settings where increased responsibilities require technical skills in desktop publishing, presentation software, accounting, and database software. Students will also gain broader skills through completion of the general education courses required for an associate's degree.

Note: This program is not an AAMA Certification preparation program.

**Articulation:**

Eastern Michigan University, BS degree (only applies to the Law Office Administration concentration).

Copies can be obtained from the Counseling Office, a program advisor, or from the Curriculum and Assessment Office Web site: [www.wccnet.edu/departments/curriculum/articulation.php?levelone=colleges](http://www.wccnet.edu/departments/curriculum/articulation.php?levelone=colleges)

**Minimum Concentration Credits Required for the Program:****63**

Complete one of the following concentrations: Administrative Assistant, Medical Administrative Assistant, Law Office Administration or Office Management.

The Law Office Administration (LAWA) concentration should not be regarded as a paralegal certification program and is intended solely for those students considering transferring into the undergraduate Bachelor of Science in Paralegal Studies at Eastern Michigan University. Interested students should consult the EMU-WCC articulation guide for information on course and program transferability.

**Business Office Administration Concentrations****Administrative Assistant (ADMA)****(65 credits)**

BOS 101C	Advanced Keyboarding	1
BOS 106	Electronic Planning, Sharing and Organization	3
BOS 206	Scheduling and Internet Office Applications	2
	Writing Elective(s)*	4
	Math Elective(s)	4
ACC 100 or	Accounting Practices for Business	
ACC 111	Principles of Accounting I	3
BOS 157	Word Processing and Document Formatting I	3
BOS 184	Spreadsheet Software Applications I	3
	Arts/Humanities Elective(s)	3
BMG 155	Business on the Internet	3
BOS 207	Presentation Software Applications	2
BOS 257	Word Processing and Document Formatting II	3
BOS 284	Spreadsheet Software Applications II	3
	Speech Elective(s)**	3
BMG 207	Business Communication	3
BOS 182	Database Software Applications	3
BOS 208	Desktop Publishing for the Office	3
	Nat. Sci. Elective(s)	3
ACC 131	Accounting Information Systems	3
BOS 230	Electronic Forms Design	3
BOS 250	Office Administration II	4
	Soc. Sci. Elective(s)	3

**Minimum Credits Required for the Concentration or Option: 65**

# Program Information Report

## Law Office Administration (LAWA) (65 credits)

BOS 101C	Advanced Keyboarding	1
BOS 106	Electronic Planning, Sharing and Organization	3
BOS 206	Scheduling and Internet Office Applications	2
	Math Elective(s)	4
	Writing Elective(s)*	4

ACC 111	Principles of Accounting I	3
BOS 157	Word Processing and Document Formatting I	3
BOS 184	Spreadsheet Software Applications I	3
	Arts/Human, Elective(s)	3

BOS 207	Presentation Software Applications	2
BOS 211	Introduction to Paralegal Studies	3
BOS 257	Word Processing and Document Formatting II	3
BOS 284	Spreadsheet Software Applications II	3
	Speech Elective(s)**	3

BMG 111	Business Law I	3
BMG 155	Business on the Internet	3
BOS 182	Database Software Applications	3
	Nat. Sci. Elective(s)	3

BMG 207	Business Communication	3
BOS 250	Office Administration II	4
CJT 154	Everyday Law: Law and Civil Liberties	3
	Soc. Sci. Elective(s)	3

**Minimum Credits Required for the Concentration or Option: 65**

## Medical Administrative Assistant (MEDA) (63 credits)

BOS 101C	Advanced Keyboarding	1
BOS 106	Electronic Planning, Sharing and Organization	3
BOS 206	Scheduling and Internet Office Applications	2
	Math Elective(s)	4
	Writing Elective(s)*	4

BOS 157	Word Processing and Document Formatting I	3
BOS 184	Spreadsheet Software Applications I	3
HIT 101	Healthcare Terminology for the Health Information Technology Professional	3
	Arts/Human, Elective(s)	3

BOS 185	Medical Computer Skills and Electronic Health Records	3
BOS 207	Presentation Software Applications	2
BOS 223	Medical Office Procedures	3
BOS 257	Word Processing and Document Formatting II	3
	Speech Elective(s)**	3

BIO 102 or	Human Biology	4
BIO 109	Essentials of Human Anatomy and Physiology	4
BMG 155	Business on the Internet	3
BMG 207 or	Business Communication	2-3
BOS 175	Medical Office Communication	4
BOS 224	Medical Office Insurance and Billing	4

## Program Information Report

BOS 182	Database Software Applications	3
HSC 115	Clinical and Lab Procedures for Office Assistants	3
HSC 131	CPR/AED for the Professional Rescuer and First Aid	1
	Soc. Sci. Elective(s)	3

**Minimum Credits Required for the Concentration or Option: 63**

**Office Management (OFMG) (66 credits)**

BOS 101C	Advanced Keyboarding	1
BOS 106	Electronic Planning, Sharing and Organization	3
BOS 206	Scheduling and Internet Office Applications	2
	Math Elective(s)	4
	Writing Elective(s)*	4

ACC 100	Accounting Practices for Business	3
BOS 157	Word Processing and Document Formatting I	3
BOS 184	Spreadsheet Software Applications I	3
CIS 117	Windows Operating System	2
	Arts/Human. Elective(s)	3

ACC 110	Payroll Accounting	2
BMG 155	Business on the Internet	3
BOS 207	Presentation Software Applications	2
BOS 257	Word Processing and Document Formatting II	3
	Speech Elective(s)**	3

BMG 200	Human Relations in Organizations	3
BMG 207	Business Communication	3
BOS 182	Database Software Applications	3
	Nat. Sci. Elective(s)	3

BMG 240	Human Resources Management	3
BMG 279	Performance Management	3
BOS 250	Office Administration II	4
	Soc. Sci. Elective(s)	3

**Minimum Credits Required for the Concentration or Option: 66**

**Minimum Credits Required for the Program:**

**63**

**Notes:**

\*ENG 111 is recommended.

\*\*COM 101 is recommended.

PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code: **APAATD**  
**APBOAD**

Program Name: ~~Administrative Assistant Technology~~  
**Business Office Administration**

Effective Term: **Fall 2013**

Division Code: **BCTD**

Department: **Business Office Systems**

**Directions:**

1. Attach the current program listing from the WCC catalog or Web site and indicate any changes to be made.
2. Draw lines through any text that should be deleted and write in additions. Extensive narrative changes can be included on a separate sheet.
3. Check the boxes below for each type of change being proposed. Changes to courses, discontinuing a course, or adding new courses as part of the proposed program change, must be approved separately using a Master Syllabus form, but should be submitted at the same time as the program change form.

**Requested Changes:**

**Administrative Assistant Concentration**

☐ Review

☒ Remove course(s): BOS 107 and BOS 225

☒ Add course(s): BMG 155, ACC 100 or ACC 111, and ACC 131

**Law Office Administration Concentration**

☒ Remove course(s): BOS 107 and BOS 225

☒ Add course(s): ACC 111, BMG 155 or BOS 284

**Medical Administrative Assistant Concentration**

☒ Remove course(s): BOS 225, BOS 107, BOS 210, HSC 101

☒ Add course(s): BMG 155 or BOS 184, BOS 250, BOS 175, BOS 185, HIT 101

**New Office Management Concentration**

☒ Add course(s): ACC 100, ACC 110, BOS 182, BOS 207, BOS 250, BMG 200, BMG 240, BMG 279, CIS 117

☒ Program title (was Administrative Assistant Technology) to Business Office Administration

☒ Description

☐ Type of award

☐ Advisors

☐ Articulation information

Show all changes on the attached page from the catalog.

☐ Program admission requirements

☐ Continuing eligibility requirements

☐ Program outcomes

☐ Accreditation information

☐ Discontinuation (attach program discontinuation plan that includes transition of students and timetable for phasing out courses)

☒ Other Add new Office Management option

**Rationale for proposed changes or discontinuation:**

Program being revised to

1. Assure that all CTADA courses are included in the associate degree program.
2. Program name updated to encompass new Office Management option.
3. BOS 107 and 225 being inactivated.

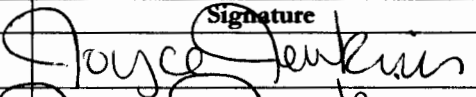
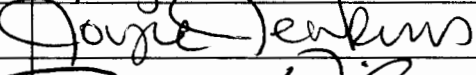


**Financial/staffing/equipment/space implications:**

No additional staffing, equipment, or space requirements are contemplated.

**List departments that have been consulted regarding their use of this program.**

Business Department

**Signatures:**

Reviewer	Print Name	Signature	Date
Initiator	Joyce Jenkins		3-11-13
Department Chair	Joyce Jenkins		3-11-13
Division Dean/Administrator	Rosemary Wilson		3-11-13
Vice President for Instruction	William Abernethy		4-10-13
President			

Do not write in shaded area. Entered in: Banner \_\_\_\_\_ C&A Database 2/1/13 Log File 4/1/13 Board Approval \_\_\_\_\_

Please submit completed form to the Office of Curriculum and Assessment and email an electronic copy to [sjohn@wccnet.edu](mailto:sjohn@wccnet.edu) for posting on the website.

Administrative Assistant Option		
Gen Ed	General Education	
Writing	ENG 111 recommended	4
Speech	COM 101 recommended	3
Mathematics	Any approved math course	4
Natural Sci	Any approved Nat Sci course	3
Soc Sci	Any Soc/ Beh Science	3
Art/Hum	Any Art/Hum course	3
BOS 106	Electronic Planning, sharing and Organization	3
		23
CTADA Cert		
BMG 155	Business on the Internet	3
BMG 207	Business Communication	3
BOS 101C	Advanced Keyboarding	1
BOS 157	Word Processing and Document Formatting I	3
BOS 184	Spreadsheet Software Applications I	3
BOS 206	Scheduling and Internet Office Applications	2
BOS 257	Word Processing and Document Formatting II	3
CTADA	Total Credits Required	18
Administrative Assistant Option		
BOS 182	Database Software Applications	3
BOS 207	Presentation Software Applications	2
BOS 208	Desktop Publishing for the Office	3
BOS 230	Electronic forms Design	3
BOS 250	Office Administration	4
BOS 284	Spreadsheet Software Applications II	3
ACC 100 or 111	Accounting	3
ACC 131	Accounting Information Systems	3
Admin Assist	Total Credits Required	24
	Total Credits Required	65

Law Office Administration Option		
Gen Ed	General Education	
Writing	ENG 111 recommended	4
Speech	COM 101 recommended	3
Mathematics	Any approved math course	4
Natural Sci	Any approved Nat Sci course	3
Soc Sci	Any Soc/ Beh Science	3
Art/Hum	Any Art/Hum course	3
BOS 106	Electronic Planning, sharing and Organization	3
		23
CTADA Cert		
BMG 155	Business on the Internet	3
BMG 207	Business Communication	3
BOS 101C	Advanced Keyboarding	1
BOS 157	Word Processing and Document Formatting I	3
BOS 184	Spreadsheet Software Applications I	3
BOS 206	Scheduling and Internet Office Applications	2
BOS 257	Word Processing and Document Formatting II	3
CTADA	Total Credits Required	18
Law Office Administration Option		
ACC 111	Principles of Accounting I	3
BMG 111	Business Law I	3
BOS 182	Database Software Applications	3
BOS 207	Presentation Software Applications	2
BOS 211	Introduction to Paralegal Studies	3
BOS 250	Office Administration	4
CJT 154	Everyday Law	3
BOS 284	Spreadsheet Software Applications II	3
Law Office	Total Credits Required	24
	Total Credits Required	65

Medical Administrative Assistant Option		
Gen Ed	General Education	
Writing	ENG 111 recommended	4
Speech	COM 101 recommended	3
Mathematics	Any approved math course	4
Natural Sci	BIO 102 or BIO 109 Required	4
Soc Sci	Any Soc/ Beh Science	3
Art/Hum	Any Art/Hum course	3
BOS 106	Electronic Planning, sharing and Organization	3
		24
CTADA Cert		
BMG 155	Business on the Internet	3
BMG 207 or BOS 175	Business Communication (BMG 207) <sup>3cr</sup> or <sup>2cr</sup> <del>Med Office Comm (BOS 175)</del>	2 - 3
BOS 101C	Advanced Keyboarding	1
BOS 157	Word Processing and Document Formatting I	3
BOS 184	Spreadsheet Software Applications I	3
BOS 206	Scheduling and Internet Office Applications	2
BOS 257	Word Processing and Document Formatting II	3
CTADA	Total Credits Required	17 - 18
Medical Administrative Assistant Option		
BOS 175*	Medical Office Communication	
BOS 182	Database Software Applications	3
BOS 185	Medical Communication Skills and Electronic Health Records	3
BOS 207*	Presentation Software Applications	2
BOS 223	Medical Office Procedures	3
BOS 224	Medical Office Insurance and Billing	4
HIT 101	Healthcare Terminology for the HIT Professional	3
HSC 115	Clinical & Lab Procedures for Office Assistants	3
HSC 131	CPR/AED for the Professional Rescuer & First Aid	1
Medical Admin	Total Credits Required	22
	Total Credits Required	63 - 64

Office Management Option		
Gen Ed	General Education	
Writing	ENG 111 recommended	4
Speech	COM 101 recommended	3
Mathematics	Any approved math course	4
Natural Sci	Any approved Nat Sci course	3
Soc Sci	Any Soc/ Beh Science	3
Art/Hum	Any Art/Hum course	3
BOS 106	Electronic Planning, sharing and Organization	3
		23
CTADA Cert		
BMG 155	Business on the Internet	3
BMG 207	Business Communication	3
BOS 101C	Advanced Keyboarding	1
BOS 157	Word Processing and Document Formatting I	3
BOS 184	Spreadsheet Software Applications I	3
BOS 206	Scheduling and Internet Office Applications	2
BOS 257	Word Processing and Document Formatting II	3
CTADA	Total Credits Required	18
Office Management Option		
ACC 100	Fundamentals of Accounting I	3
ACC 110	Payroll Accounting	2
BOS 182	Database Software Applications	3
BOS 207	Presentation Software Applications	2
BOS 250	Office Administration	4
BMG 200	Human Relations in Organizations	3
BMG 240	Human Resource Management	3
BMG 279	Performance Management	3
CIS 117	Windows Operating System	2
Office Mgmt	Total Credits Required	25
	Total Credits Required	66

BOS 175 (2 credits)  
or  
BMG 207 (3 credits)



# Business Office Administration

## Administrative Assistant Option (ADMA)

2013 – 2014 Program Year				
First Semester				
Class	Title	Semester Completed	Final Grade	Credits
BOS 101C	Advanced Keyboarding			1
BOS 106	Electronic Planning, Sharing and Organization			3
BOS 206	Scheduling and Internet Office Applications			2
Writing	ENG 111 recommended			4
Mathematics	Any approved math course			4
Total Credits				14
Second Semester				
Art/Hum	Any approved Art/Hum course			3
BOS 157	Word Processing and Document Formatting I			3
BOS 184	Spreadsheet Software Applications I			3
*ACC 100	Fundamentals of Accounting I *transfers as a free elective			3
or				
ACC 111	Principals of Accounting I			
Total Credits				12
Third Semester				
BOS 207	Presentation Software Applications			2
BOS 257	Word Processing and Document Formatting II			3
BOS 284	Spreadsheet Software Applications II			3
BMG 155	Business on the Internet			3
Speech	COM 101 recommended			3
Total Credits				14
Fourth Semester				
Nat Science	Any approved Natural Science course			3
BOS 182	Database Software Applications			3
BOS 208	Desktop Publishing for the Office			3
BMG 207	Business Communication			3
Total Credits				12
Fifth Semester				
Social Science	Any approved Social/Behavioral Science course			3
* ACC 131	Accounting Information Systems * Transfers as a free elective			3
BOS 230	Electronic Forms Design			3
BOS 250	Office Administration			4
Total Credits				13
Total Credits Required				65

# Business Office Administration

## Law Office Administration Option (LAWA)

2013 – 2014 Program Year				
First Semester				
Class	Title	Semester Completed	Final Grade	Credits
BOS 101C	Advanced Keyboarding			1
BOS 106	Electronic Planning, Sharing and Organization			3
BOS 206	Scheduling and Internet Office Applications			2
Writing	ENG 111 recommended			4
Mathematics	Any approved math course			4
Total Credits				14
Second Semester				
Art/Hum	Any approved Art/Hum course			3
BOS 157	Word Processing and Document Formatting I			3
BOS 184	Spreadsheet Software Applications I			3
ACC 111	Principals of Accounting I			3
Total Credits				12
Third Semester				
BOS 207	Presentation Software Applications			2
BOS 257	Word Processing and Document Formatting II			3
BOS 284	Spreadsheet Software Applications II			3
BOS 211	Introduction to Paralegal Studies			3
Speech	COM 101 recommended			3
Total Credits				14
Fourth Semester				
Nat Science	Any approved Natural Science course			3
BOS 182	Database Software Applications			3
BMG 155	Business on the Internet			3
BMG 111	Business Law I			3
Total Credits				12
Fifth Semester				
Social Science	Any approved Social/Behavioral Science course			3
BMG 207	Business Communication			3
CJT 154	Everyday Law			3
BOS 250	Office Administration			4
Total Credits				13
Total Credits Required				65

# Business Office Administration

## Medical Administrative Assistant Option (MEDA)

2013 – 2014 Program Year				
First Semester				
Class	Title	Semester Completed	Final Grade	Credits
BOS 101C	Advanced Keyboarding			1
BOS 106	Electronic Planning, Sharing and Organization			3
BOS 206	Scheduling and Internet Office Applications			2
Writing	ENG 111 recommended			4
Mathematics	Any approved math course			4
Total Credits				14
Second Semester				
Art/Hum	Any approved Art/Hum course			3
BOS 157	Word Processing and Document Formatting I			3
BOS 184	Spreadsheet Software Applications I			3
HIT 101	Healthcare Terminology for the HIT Professional			3
Total Credits				12
Third Semester				
BOS 185	Medical Computer Skills & Elect Health Records			3
BOS 207	Presentation Software Applications			2
BOS 223	Medical Office Procedures			3
BOS 257	Word Processing and Document Formatting II			3
Speech	COM 101 recommended			3
Total Credits				14
Fourth Semester				
Nat Science	BIO 102 or BIO 109 Required			4
BMG 155	Business on the Internet			3
BOS 224	Medical Office Insurance and Billing			4
BMG 207	Business Communication (3 credits)			2 - 3
or				
BOS 175	Medical Office Communication (2 credits)			
Total Credits				13 - 14
Fifth Semester				
Social Science	Any approved Social/Behavioral Science course			3
HSC 115	Clinical & Lab Procedures for Office Assistants			3
HSC 131	CPR/AED for the Professional Rescuer & First Aid			1
BOS 182	Database Software Applications			3
Total Credits				10
Total Credits Required				63 - 64

# Business Office Administration

## Office Management Option

(OFMG)

2013 – 2014 Program Year

First Semester				
Class	Title	Semester Completed	Final Grade	Credits
BOS 101C	Advanced Keyboarding			1
BOS 106	Electronic Planning, Sharing and Organization			3
BOS 206	Scheduling and Internet Office Applications			2
Writing	ENG 111 recommended			4
Mathematics	Any approved math course			4
Total Credits				14
Second Semester				
Art/Hum	Any approved Art/Hum course			3
BOS 157	Word Processing and Document Formatting I			3
BOS 184	Spreadsheet Software Applications I			3
*ACC 100	Fundamentals of Accounting I *transfers as a free elective			3
CIS 117	Windows Operating System			2
Total Credits				14
Third Semester				
BOS 207	Presentation Software Applications			2
BOS 257	Word Processing and Document Formatting II			3
ACC 110	Payroll Accounting			2
BMG 155	Business on the Internet			3
Speech	COM 101 recommended			3
Total Credits				13
Fourth Semester				
Nat Science	Any approved Natural Science course			3
BOS 182	Database Software Applications			3
BMG 200	Human Relations in Organizations			3
BMG 207	Business Communication			3
Total Credits				12
Fifth Semester				
Social Science	Any approved Social/Behavioral Science course			3
BMG 240	Human Resource Management			3
BMG 279	Performance Management			3
BOS 250	Office Administration			4
Total Credits				13
Total Credits Required				66

## PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code: **APAATD** Program Name: **Administrative Assistant Technology**

Effective Term: **2012-13**

Division Code: **BCTD** Department: **Business Office Systems**

02-14-12P02:

**Directions:**

1. Attach the current program listing from the WCC catalog or Web site and indicate any changes to be made.
2. Draw lines through any text that should be deleted and write in additions. Extensive narrative changes can be included on a separate sheet.
3. Check the boxes below for each type of change being proposed. Changes to courses, discontinuing a course, or adding new courses as part of the proposed program change, must be approved separately using a Master Syllabus form, but should be submitted at the same time as the program change form.

**Requested Changes:**

- |   |   |
|---|---|
| <input type="checkbox"/> Review   | <input type="checkbox"/> Program admission requirements   |
| <input checked="" type="checkbox"/> Remove course(s): CIS 100   | <input type="checkbox"/> Continuing eligibility requirements  |
| <input checked="" type="checkbox"/> Add course(s): BOS 106 Electronic Planning, Sharing, and Organization | <input type="checkbox"/> Program outcomes   |
| BOS 230 Electronic Forms Design   | <input type="checkbox"/> Accreditation information  |
| <input type="checkbox"/> Program title (title was _____)  | <input type="checkbox"/> Discontinuation (attach program discontinuation plan that includes transition of students and timetable for phasing out courses) |
| <input type="checkbox"/> Description  | <input checked="" type="checkbox"/> Other Add New Program Option  |
| <input type="checkbox"/> Type of award  |   |
| <input type="checkbox"/> Advisors   |   |
| <input type="checkbox"/> Articulation information   |   |

Show all changes on the attached page from the catalog.

**Rationale for proposed changes or discontinuation:** BOS 106 Electronic Planning, Sharing, and Organization is a new course that has been added to the BOS curriculum for this coming academic year. The course focuses on collaboration using MS OneNote, cloud computing, and various office productivity applications and is being substituted in place of CIS 100 as the Computer Literacy requirement for this program. BOS 230 Electronic Forms Design is also a new course that is intended to teach users how to prepare documents including electronic forms for end-user distribution, and is ideally suited for students of the Administrative Assistant II Advanced Certificate. A new program option intended to create opportunities for students to transfer into the undergraduate Paralegal Studies program at EMU is being added.

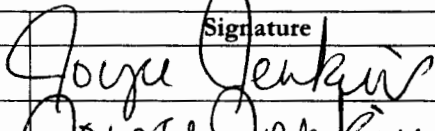
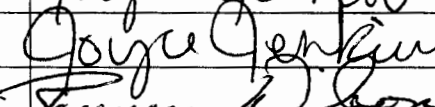
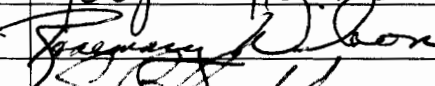
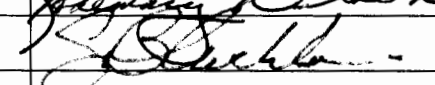
**Financial/staffing/equipment/space implications:**

No additional staffing, equipment, or space requirements are contemplated.

**List departments that have been consulted regarding their use of this program.**

N.A.

**Signatures:**

Reviewer	Print Name	Signature	Date
Initiator	Joyce Jenkins		2/12/12
Department Chair	Joyce Jenkins		2/13/12
Division Dean/Administrator	Rosemary Wilson		2/14/12
Vice President for Instruction	Stuart Blacklaw		3/12/12
President	Rose Bellanca		

Do not write in shaded area. Entered in: Banner 4/20 C&A Database 4/20 Log File 4/20/12 Board Approval 4/20/12

Please submit completed form to the Office of Curriculum and Assessment and email an electronic copy to [sjohn@wccnet.edu](mailto:sjohn@wccnet.edu) for posting on the website.

*logged 2/15/12 sjv*  
Office of Curriculum & Assessment

## **Program Information Report**

### **School of Business and Entrepreneurial Studies**

Learn the fundamentals you will need to become a business leader or entrepreneur. These programs help you develop entry-level skills in various aspects of business. Whether your goal is to make your place in an existing industry or branch out on your own, these programs can provide the foundation for success.

Washtenaw Community College offers programs at several levels for students who want to begin new careers, or advance in their existing careers. The first level is the certificate, which can vary from nine to thirty-six credits, depending on the field. Certificates generally prepare students for entry-level jobs.

After completing a certificate, students can progress to the next level, the advanced certificate. The credit hours required for these programs also vary. This type of certificate provides a more specialized level of skill development, and often allows students to upgrade their positions at their places of employment.

The next level, an Associate in Applied Science, is available for some programs. For some career fields, it is possible to earn a certificate, advanced certificate, and an Associate in Applied Science degree in the same field. In these cases, the credit hours from the certificate and advanced certificate can be applied to the credit hours needed for the Associate in Applied Science degree.

Alternatively, students can earn an AAS in Occupational Studies by completing a certificate, advanced certificate and General Education requirements.

### **Business Office Systems**

Whether you are just starting out in an office or advancing to a high-level administrative or executive assistant position, these programs can help you achieve your goals.

## Program Information Report

**Administrative Assistant Technology (APAATD)****Associate in Applied Science Degree****Program Effective Term: Fall 2012**

This program prepares students for higher-level support positions in office settings where increased responsibilities require technical skills in desktop publishing, presentation software, accounting, and database software. Students will also gain broader skills through completion of the general education courses required for an associate's degree.

Note: This program is not an AAMA Certification preparation program.

Complete the required courses in one of the following concentrations for Administrative Assistant, Medical Administrative Assistant or Law Office Administration (13-15 credits).

**Administrative Assistant Option (ADMA)**

ACC 111 Principles of Accounting I  
 BOS 208 Desktop Publishing for the Office  
 BOS 250 Office Administration II  
 BOS 284 Spreadsheet Software Applications II

**Medical Administrative Assistant Option (MEDA)**

BOS 210 Medical Transcription  
 BOS 223 Medical Office Procedures  
 BOS 224 Medical Office Insurance and Billing  
 HSC 101 Healthcare Terminology  
 HSC 115 Clinical and Lab Procedures for Office Assistants  
 HSC 131 CPR/AED for the Professional Rescuer and First Aid

**Law Office Administration (LAWA)**

BMG 111 Business Law I  
 BOS 211 Introduction to Paralegal Studies  
 BOS 250 Office Administration II  
 CJT 160 Criminal Justice Constitutional Law

Note: The Law Office Administration (LAWA) option should not be regarded as a paralegal certification program and is intended solely for those students considering transferring into the undergraduate Bachelor of Science in Paralegal Studies at Eastern Michigan University. Interested students should consult the EMU-WCC articulation guide for information on course and program transferability.

General Education			Credits
BOS 101C	Advanced Keyboarding		1
BOS 206	Scheduling and Internet Office Applications		2
ENG 111	Composition I		4
MTH 125	Everyday College Math		4
BOS 106	Electronic Planning, Sharing and Organization		3
Required Courses			Credits
	Arts/Human. Elective(s)		3
BOS 107	Office Administration I		4
BOS 207	Presentation Software Applications		2
CIS 117	Windows Operating System		2
	Select course(s) from a concentration: ACC 111; or BOS 210 and HSC 101; or BOS 211		3-4
Elective Courses			Credits
BOS 157	Word Processing and Document Formatting I		3
BOS 184	Spreadsheet Software Applications I		3
COM 101	Fundamentals of Speaking		3
	Select a course from an option: BOS 208 or BOS 223 or BMG 111		3
Degree Requirements			Credits
BOS 182	Database Software Applications		3
BOS 257	Word Processing and Document Formatting II		3
	Nat. Sci Elective(s)*		3-4
Total Requirements			Credits
BOS 225	Integrated Office Applications		3



## Program Information Report

COM 102 or	Interpersonal Communication	3
ENG 226	Composition II	3
	Nat. Sci. Elective(s)	3
Elective	Select course(s) from an option: BOS 230 and BOS 284; or BOS 224; or CJT 160	3-6
Elective	Select course(s) from an option: HSC 115 and HSC 131; or BOS 250	4

**Minimum Credits Required for the Concentration or Option:**

**Minimum Credits Required for the Program:**

**65**

**Notes:**

*\*BIO 102 or BIO 109 is required for the Medical Administrative Assistant Option.*

## PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code:  
APAATD

Program Name: Administrative Assistant Technology

Effective Term: 201109

Division Code: BCT

Department: BOSD

**Directions:**

1. Attach the current program listing from the WCC catalog or Web site and indicate any changes to be made.
2. Draw lines through any text that should be deleted and write in additions. Extensive narrative changes can be included on a separate sheet.
3. Check the boxes below for each type of change being proposed. Changes to courses, discontinuing a course, or adding new courses as part of the proposed program change, must be approved separately using a Master Syllabus form, but should be submitted at the same time as the program change form.

**Requested Changes:**

- |   |   |
|---|---|
| <input type="checkbox"/> Review   | <input type="checkbox"/> Program admission requirements   |
| <input checked="" type="checkbox"/> Remove course(s): <u>BOS 130, BOS 183, <del>BOS 225</del></u> | <input type="checkbox"/> Continuing eligibility requirements  |
| <input checked="" type="checkbox"/> Add course(s): <u>BOS 284, BOS 184</u>                        | <input type="checkbox"/> Program outcomes   |
| <input type="checkbox"/> Program title (title was _____)  | <input type="checkbox"/> Accreditation information  |
| <input type="checkbox"/> Description  | <input type="checkbox"/> Discontinuation (attach program discontinuation plan that includes transition of students and timetable for phasing out courses) |
| <input type="checkbox"/> Type of award  | <input type="checkbox"/> Other _____  |
| <input type="checkbox"/> Advisors   |   |
| <input type="checkbox"/> Articulation information   |   |

Show all changes on the attached page from the catalog.**Rationale for proposed changes or discontinuation:**

BOS 183 Spreadsheet Software Applications is being replaced by BOS 184 Spreadsheet Software Applications I. BOS 130 is being deactivated and being replaced by BOS 284 Spreadsheet Applications II. BOS 225 Integrated Office Applications is being deactivated as much of the content of BOS 225 is now being covered in CIS 100 Introduction to Software Applications.

*leave in per faculty*

**Financial/staffing/equipment/space implications:**

No changes in or additional staffing/equipment/space resources required.

**List departments that have been consulted regarding their use of this program.**

BOSD, CISD

**Signatures:**

Reviewer	Print Name	Signature	Date
Initiator	Joyce Jenkins	<i>Joyce Jenkins</i>	2/28/11
Department Chair	Joyce Jenkins	<i>Joyce Jenkins</i>	2/28/11
Division Dean/Administrator	Rosemary Wilson	<i>Rosemary Wilson</i>	2/28/11
Vice President for Instruction	Stuart Blacklaw	<i>Stuart Blacklaw</i>	3/10/11
President	Larry Whitworth		

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Please submit completed form to the Office of Curriculum and Assessment and email an electronic copy to [sjohn@wccnet.edu](mailto:sjohn@wccnet.edu) for posting on the website.

## Program Information Report

## School of Business and Entrepreneurial Studies

Learn the fundamentals you will need to become a business leader or entrepreneur. These programs help you develop entry-level skills in various aspects of business. Whether your goal is to make your place in an existing industry or branch out on your own, these programs can provide the foundation for success.

Washtenaw Community College offers programs at several levels for students who want to begin new careers, or advance in their existing careers. The first level is the certificate, which can vary from nine to thirty-six credits, depending on the field. Certificates generally prepare students for entry-level jobs.

After completing a certificate, students can progress to the next level, the advanced certificate. The credit hours required for these programs also vary. This type of certificate provides a more specialized level of skill development, and often allows students to upgrade their positions at their places of employment.

The next level, an Associate in Applied Science, is available for some programs. For some career fields, it is possible to earn a certificate, advanced certificate, and an Associate in Applied Science degree in the same field. In these cases, the credit hours from the certificate and advanced certificate can be applied to the credit hours needed for the Associate in Applied Science degree.

Alternatively, students can earn an AAS in Occupational Studies by completing a certificate, advanced certificate and General Education requirements.

### Business Office Systems

Whether you are just starting out in an office or advancing to a high-level administrative or executive assistant position, these programs can help you achieve your goals.

#### Administrative Assistant Technology (APAATD)

##### Associate in Applied Science Degree

**Program Effective Term: Fall 2011**

This program prepares students for higher-level support positions in office settings where increased responsibilities require technical skills in desktop publishing, presentation software, accounting, and database software. Students will also gain broader skills through completion of the general education courses required for an associate's degree.

Note: This program is not an AAMA Certification preparation program.

General Education Requirements		(23 credits)
ENG 111	Composition I	4
COM 101	Fundamentals of Speaking	3
MTH 125	Everyday College Math	4
Nat. Sci.	Elective(s)*	3-4
Soc. Sci.	Elective(s)	3
Arts/Human.	Elective(s)	3
CIS 100	Introduction to Computers and Software Applications	3
*BIO 102 or BIO 109 is required for the Medical Administrative Assistant Option.		

Major/Area Requirements		(24 credits)
BOS 101C	Advanced Keyboarding	1
BOS 107	Office Administration I	4
BOS 157	Word Processing and Document Formatting I	3
BOS 182	Database Software Applications	3
BOS 184	Spreadsheet Software Applications I	3
BOS 206	Scheduling and Internet Office Applications	2
BOS 207	Presentation Software Applications	2
BOS 225	Integrated Office Applications	3
BOS 257	Word Processing and Document Formatting II	3

Required Support Courses		(5 credits)
CIS 117	Windows Operating System	2
COM 102 or	Interpersonal Communication	3
ENG 226	Composition II	

#### Minimum Option Credits Required for the Program:

**13**

Complete the required courses in either the Administrative Assistant or Medical Administrative Assistant Option below. Check course descriptions for prerequisites.

## Program Information Report

### Administrative Assistant Technology Options

Administrative Assistant Option (ADMA)		(13 credits)
ACC 111	Principles of Accounting I	3
BOS 208	Desktop Publishing for the Office	3
BOS 250	Office Administration II	4
BOS 284	Spreadsheet Software Applications II	3

Medical Administrative Assistant Option (MEDA)		(15 credits)
BOS 210	Medical Transcription	3
BOS 223	Medical Office Procedures	3
BOS 224	Medical Office Insurance and Billing	4
HSC 101	Healthcare Terminology	1
HSC 115	Clinical and Lab Procedures for Office Assistants	3
HSC 131	CPR/AED for the Professional Rescuer and First Aid	1

**Minimum Credits Required for the Program: 65**

## PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code:  
\_APAATD\_

Program Name: \_Administrative Assistant Technology\_

Effective Term: \_Fall  
2006\_Division Code:  
\_BCT\_

Department: \_Business Office Systems\_

**Directions:**

1. Attach the current program listing from the WCC catalog or Web site and indicate any changes to be made.
2. Draw lines through any text that should be deleted and write in additions. Extensive narrative changes can be included on a separate sheet.
3. Check the boxes below for each type of change being proposed. Changes to courses, discontinuing a course, or adding new courses as part of the proposed program change, must be approved separately using a Master Syllabus form, but should be submitted at the same time as the program change form.

**Requested Changes:**

- |  |   |
|--|---|
| <input type="checkbox"/> Review                          | <input type="checkbox"/> Program admission requirements   |
| <input type="checkbox"/> Remove course(s): _____         | <input type="checkbox"/> Continuing eligibility requirements  |
| X Add course(s): <u>BOS 101C</u>                         | <input type="checkbox"/> Program outcomes   |
| <input type="checkbox"/> Program title (title was _____) | <input type="checkbox"/> Accreditation information  |
| <input type="checkbox"/> Description                     | <input type="checkbox"/> Discontinuation (attach program discontinuation plan that includes transition of students and timetable for phasing out courses) |
| <input type="checkbox"/> Type of award                   | <input checked="" type="checkbox"/> Other <u>Credits 63 to 64</u>   |
| <input type="checkbox"/> Advisors                        |   |
| <input type="checkbox"/> Articulation information        |   |

Show all changes on the attached page from the catalog.**Rationale for proposed changes or discontinuation:**

To meet the demand for required skills in administrative assistant positions.

**Financial/ staffing/ equipment/ space implications:**

None

**List departments that have been consulted regarding their use of this program.****Signatures:**

Reviewer	Print Name	Signature	Date
Initiator	Dosye A. Thompson	<i>Dosye A. Thompson</i>	11-22-05
Department Chair	Dosye A. Thompson	<i>Dosye A. Thompson</i>	11-22-05
Division Dean/ Administrator	Rosemary Wilson	<i>Rosemary Wilson</i>	1/18/06
Vice President for Instruction	Debra M. Palay	<i>Debra M. Palay</i>	2/24/06

Do not write in shaded area. Entered in: Banner \_\_\_\_\_ C&A Database 2/27/06 Log File 2/27/06Please submit completed form to the Office of Curriculum and Assessment and email an electronic copy to [sjohn@wccnet.edu](mailto:sjohn@wccnet.edu) for posting on the website.

# Business Office Systems

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## Administrative Assistant Technology (APAATD)

### Associate in Applied Science Degree

Program Effective Term: Fall 2006

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This program prepares students for higher-level support positions in office settings where increased responsibilities require technical skills in desktop publishing, presentation software, accounting, and database software. Students will also gain broader skills through completion of the general education courses required for an associate's degree.

#### Continuing Eligibility Requirements:

Students must demonstrate basic computer literacy skills by successfully passing the Computer and Information Literacy Test. The test may be taken at any point during the program, but must be completed before graduating.

#### General Education Requirements (19 credits)

ENG 111	Composition I	4
COM 101	Fundamentals of Speaking	3
MTH 163	Business Mathematics	3
Nat. Sci.	Elective(s)*	3-4
Soc. Sci.	Elective(s)	3
Arts/Human.	Elective(s)	3

\*BIO 102 or BIO 109 is required for the Medical Administrative Assistant Option

#### Major/Area Requirements (24 credits)

BOS 101C	Advanced Keyboarding	1
BOS 107	Office Administration I	4
BOS 157	Word Processing and Document Formatting I	3
BOS 182	Database Software Applications	3
BOS 183	Spreadsheet Software Applications	3
BOS 206	Scheduling and Internet Office Applications	2
BOS 207	Presentation Software Applications	2
BOS 225	Integrated Office Applications	3
BOS 257	Word Processing and Document Formatting II	3

#### Required Support Courses (8 credits)

CIS 100	Introduction to Software Applications	3
CIS 117	Windows Operating System	2
COM 102 or	Interpersonal Communication	3
ENG 226	Composition II	3

**Minimum Concentration/Option Credits  
Required for the Program:**

13

Complete the required courses in either the Administrative Assistant or Medical Administrative Assistant Option below. Check course descriptions for prerequisites.

**Minimum Credits Required for the Program**

64

**Administrative Assistant Technology Options**

**Administrative Assistant Option (ADMA) (13 Credits)**

ACC 111	Principles of Accounting I	3
BOS 130	Office Financial Applications	3
BOS 208	Desktop Publishing for the Office	3
BOS 250	Office Administration II	4

**Medical Administrative Assistant Option (MEDA) (15 Credits)**

BOS 210	Medical Transcription	3
BOS 223	Medical Office Procedures	3
BOS 224	Medical Office Insurance and Billing	4
HSC 101	Healthcare Terminology	1
HSC 115	Medical Office and Laboratory Procedures	3
HSC 131	CPR/FPR and First Aid	1



**PROGRAM CHANGE FORM**

**Program Code:**

**BOS**

**Program Name:**

Administrative Assistant Technology (APAATD)

**Effective Term:**

Fall 2005

**Directions:**

1. Attach the current program listing from the WCC catalog and indicate any changes to be made.
2. Draw lines through any text that should be deleted and write in additions. Extensive narrative changes can be included on a separate sheet.
3. Check the boxes below for each type of change being proposed. Changes to courses, discontinuing a course, or adding new courses as part of the proposed program change, must be approved separately using a Course Syllabus Form, but should be submitted at the same time as the program change form.

**Requested Changes:**

☒ Remove BOS 112 course(s)

☒ Add BOS 210 course(s)

☒ Total credits: Current credits 63 After changes 63

☐ Title (title was \_\_\_\_\_)

☐ Description

☐ Advisors

☐ Articulation information

☐ Program admission requirements

☐ Continuing eligibility requirements

☐ Program outcomes

Other \_\_\_\_\_

Show all changes on the attached page from the catalog.

**Rationale for proposed changes:**

The Medical Transcription program is discontinued. Beginning course no longer needed.

**Financial/staffing/equipment/space implications:**

N/A

**List departments that have been consulted regarding the use of this program.**

N/A

**Signatures:**

Reviewer	Print Name	Signature	Date
Program Change Initiator	Dosye A. Thompson	<i>Dosye A. Thompson</i>	2-10-05
Department Chair	Dosye A. Thompson	<i>Dosye A. Thompson</i>	2-10-05
Division Dean/Administrator	Rosemary Wilson	<i>Rosemary Wilson</i>	2-25-05
Vice President for Instruction	Roger Palay	<i>Roger A. Palay</i>	3/29/05

**Please submit completed form to the Office of Curriculum and Articulation Services.**

Office of Curriculum & Articulation Services

Program Change Form 8-2003

Access Program File

3/31

Log

3/31

Copied and Returned

# Business Office Systems

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## Administrative Assistant Technology (APAATD)

### Associate in Applied Science Degree

Program Effective Term: Fall 2005

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This program prepares students for higher-level support positions in office settings where increased responsibilities require technical skills in desktop publishing, presentation software, accounting, and database software. Students will also gain broader skills through completion of the general education courses required for an associate's degree.

#### Continuing Eligibility Requirements:

Students must demonstrate basic computer literacy skills by successfully passing the Computer and Information Literacy Test. The test may be taken at any point during the program, but must be completed before graduating.

#### General Education Requirements (19 credits)

ENG 111	Composition I	4
COM 101	Fundamentals of Speaking	3
MTH 163	Business Mathematics	3
Nat. Sci.	Elective(s)*	3-4
Soc. Sci.	Elective(s)	3
Arts/Human.	Elective(s)	3

\*BIO 102 or BIO 109 is required for the Medical Administrative Assistant Option.

#### Major/Area Requirements (23 credits)

BOS 107	Office Administration I	4
BOS 157	Word Processing and Document Formatting I	3
BOS 182	Database Software Applications	3
BOS 183	Spreadsheet Software Applications	3
BOS 206	Scheduling and Internet Office Applications	2
BOS 207	Presentation Software Applications	2
BOS 225	Integrated Office Applications	3
BOS 257	Word Processing and Document Formatting II	3

#### Required Support Courses (8 credits)

CIS 100	Introduction to Software Applications	3
CIS 117	Windows Operating System	2
COM 102 or	Interpersonal Communication	
ENG 226	Composition II	3

**Minimum Concentration/Option Credits  
Required for the Program:**

**13**

Complete the required courses in either the Administrative Assistant or Medical Administrative Assistant Option below. Check course descriptions for prerequisites.

**Minimum Credits Required for the Program**

**63**

**Administrative Assistant Technology Options**

**Administrative Assistant Option (ADMA) (13 Credits)**

ACC 111	Principles of Accounting I	3
BOS 130	Office Financial Applications	3
BOS 208	Desktop Publishing for the Office	3
BOS 250	Office Administration II	4

**Medical Administrative Assistant Option (MEDA) (15 Credits)**

BOS 210	Medical Transcription	3
BOS 223	Medical Office Procedures	3
BOS 224	Medical Office Insurance and Billing	4
HSC 101	Healthcare Terminology	1
HSC 115	Medical Office and Laboratory Procedures	3
HSC 131	CPR/FPR and First Aid	1

# Washtenaw Community College Program Change Request Form

Program Code: ~~AA/TD~~  
**AAPT/D**

Program Name: Administrative Assistant Technology

Effective Term: FALL 2002

A program sheet for the above named program is attached. It should reflect any approved changes that have already been submitted for this year. Please review the program sheet carefully and indicate any changes that you would like to make. Draw lines through anything that should be removed and write in any additions. Extensive narrative changes may be written on a separate sheet. Check the boxes below for each type of change being proposed. If courses are being changed as part of this proposal, they must be approved separately, using a Course-Syllabus Approval Form (CSAF).

## 1. Requested Changes:

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Remove Course(s)<br><input checked="" type="checkbox"/> Add Course(s)<br><input checked="" type="checkbox"/> Increase/Decrease Credits<br><input type="checkbox"/> Course Sequence<br><input type="checkbox"/> Name (new name _____)<br><input type="checkbox"/> Major/Program Code (new code _____)<br><input type="checkbox"/> Description | <input type="checkbox"/> Advisors<br><input type="checkbox"/> Articulation Agreements<br><input checked="" type="checkbox"/> Program Admission Requirements/Procedures<br><input type="checkbox"/> Continuing Eligibility Requirements<br><input type="checkbox"/> Footnotes<br><input type="checkbox"/> Other _____ |
|--|--|

Show all changes on the attached program sheet if possible.

## Rationale for Proposed Changes:

Add prerequisite of keyboarding speed requirement to adequately prepare students for the curriculum.  
 Remove BOS 101C to comply with department-wide changes.

Add BOS 183 Spreadsheet Software Applications to comply with department-wide changes.

## 3. Financial/Staffing/Equipment/Space Implications:

4. Has the department consulted with all departments that may be impacted? Yes ☒ No ☐ NA ☐

Comments:

## Signatures:

Reviewer	Print Name	Signature	Date
Program Change Initiator:	Dosye Thompson	<i>Dosye Thompson</i>	2-11-02
Department Chair:	Elenor Charlton	<i>Elenor Charlton</i>	2/12/02
Division Dean:	Rosemary Wilson	<i>Rosemary Wilson</i>	3/35/02
VP, Instruction/Student Services:		<i>VP, Instruction/Student Services</i>	4/3

Access Program File *4/10/02* Log *4/11/02*  
 Copies: Initiator, Department Chair, Dean, Curriculum File

Copies and Returned \_\_\_\_\_  
 New Listing to: Counseling; Admissions

# Business

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## Administrative Assistant Technology (APAATD) Associate in Applied Science Degree

Program Effective Term: Fall 2002

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This program prepares you for higher-level support positions in office settings where increased responsibilities require technical skills in desktop publishing, presentation software, accounting, and database software. You will also gain broader skills through completion of the general education courses required for an associate's degree. Students need to demonstrate keyboarding skills of 30 wpm.

### Business and Computer Technologies Division Computer Instruction Department

**Advisors:** Lynn Allison, Eleanor Charlton, Rosalyn Culver, Dosye Thompson

#### Continuing Eligibility Criteria:

Students must demonstrate basic computer literacy skills by successfully passing the Computer and Information Literacy Test. The test may be taken at any point during the program, but must be completed before graduating.

#### General Education Requirements (19 Credits)

COM 101	Fundamentals of Speaking	3
ENG 111	Composition I	4
MTH 163	Business Mathematics	3
Elective *	Area 4: Natural Science, Group 1	3-4
Elective	Area 5: Social and Behavioral Science, Group 1	3
Elective	Area 6: Arts and Humanities, Group 1	3

*\*BIO 102 is required for the Medical Administrative Assistant Option.*

#### Major/Area Requirements (22 Credits)

BOS 102	Keyboarding and Document Formatting II	3
BOS 107	Clerical Methods and Procedures	4
BOS 157	Word Processing Applications I	2
BOS 182	Database Software Applications	2
BOS 183	Spreadsheet Software Applications	2
BOS 206	Scheduling and Internet Office Applications	2
BOS 207	Presentation Software Applications	2
BOS 225	Advanced Document Preparation	3
BOS 257	Word Processing Applications II	2

#### Required Support Courses (8 Credits)

CIS 100	Introduction to Software Applications	3
CIS 117	Windows Operating System	2
Choose:	COM 102 Interpersonal Communication or	
	ENG 122 Composition II	3

## Program Options

(12 Credits)

Complete the required courses in either the Administrative Assistant or Medical Administrative Assistant Option below. Check course descriptions for prerequisites.

**Minimum Credits Required for the Program:**

61

## Administrative Assistant Technology Options

### Administrative Assistant Option (AA) (12 Credits)

ACC 111	Principles of Accounting I	3
BOS 130	Office Financial Applications	3
BOS 208	Desktop Publishing for the Office	2
BOS 250	Administrative Office Systems and Procedures	4

### Medical Administrative Assistant Option (MA) (15 Credits)

BOS 210	Medical Transcription	3
BOS 223	Medical Office Procedures	3
BOS 224	Medical Office Insurance and Billing	4
HSC 101	Healthcare Terminology	1
HSC 115	Medical Office and Laboratory Procedures	3
HSC 131	CPR/FPR and First Aid	1

**WASHTENAW COMMUNITY COLLEGE  
PROGRAM CHANGE REQUEST**

(1) Program Title: SECRETARIAL TECHNOLOGY Program Number: EXSE Effective Term: F95  
 (2) Change Information: (Two-year associate degree)

Current Program Course Requirements:			Proposed Program Course Requirements		
Course Number	Course Title	Credit Hours	Course Number	Course Title	Credit Hours
<u>SEMESTER THREE</u> delete the following:		15-17	<u>SEMESTER THREE</u> add the following:		13-18
ACC 091	or ACC 111	3	BOS 208	(Desktop Publishing for the Office)	3
BMG 140			RESTRICTED BUSINESS ELECTIVE	(ECO 211, RDG 115, any BOS any 100+ BMG or CIS)	1-4
<u>SEMESTER FOUR</u> delete the following:		17	<u>SEMESTER FOUR</u> add the following:		17
BOS 215	(MS Works)	4	CIS 152	(Intro to Excel)	2 ✓
BMG 200	(Human Relations in B & I)	3	CIS 182	(Intro to MS Access)	2 ✓
BUSINESS ELECTIVE			BOS 207	(Intro to PowerPoint)	2 ✓
			ACC 091	(Fundamentals of Accounting)	OR
			ACC 111	(Principles of Accounting)	3
Current Total Credits:		67-69	Proposed Total Credits:		65-70
Non-Course Program Requirements: TITLE: Secretarial Technology CODE: EXSE			Non-Course Program Requirements: TITLE: <del>Executive</del> <sup>Administrative</sup> Assistant Technology CODE: Need new code <del>(EXSE)</del> <div style="text-align: center;">AATD</div>		

(3) Rationale for Proposed Changes:

(4) Financial/Staffing/Resource Implications of Change

(5) Has this program change been reviewed by all affected instructional departments? yes X no     

(6) Signatures	Comments	Signature	Date
Program Change Initiator		<i>Rosalyn Culver</i>	<i>5/4/95</i>
Department Chair(s) or Area Director(s)		<i>Rosalyn Culver</i>	<i>5/4/95</i>
Dean(s)		<i>John H. Miller</i>	<i>5/5/95</i>
VP for Instruction/Student Services		<i>Ray Allen</i>	<i>5/11/95</i>

*PC*

**WASHTENAW COMMUNITY COLLEGE  
PROGRAM CHANGE REQUEST**

(1) Program Title: EXECUTIVE SECRETARIAL TECHNOLOGY Program Number: EXSE Effective Term: F95  
 (2) Change Information:

Current Program Course Requirements:			Proposed Program Course Requirements		
Course Number	Course Title	Credit Hours	Course Number	Course Title	Credit Hours
DELETE	OLD DESCRIPTION			NEW DESCRIPTION: This additional year of classes provides a broader background in office technology. Students develop expertise in all the technical skills described in the one-year program and learn other skills, including spreadsheets and databases, desktop publishing, telecommunications, time management, human relations, and accounting.	
Current Total Credits:			Proposed Total Credits:		
Non-Course Program Requirements:			Non-Course Program Requirements:  now <del>EXSE</del> code AATD Administrative (Executive Assistant Technology)		

**(3) Rationale for Proposed Changes:**

Names program according to employers' job titles. Removes negative stereotyping associated with the word "secretary". Curriculum reflects actual skills and competencies required by area employers.

**(4) Financial/Staffing/Resource Implications of Change**

(5) Has this program change been reviewed by all affected instructional departments? yes X no     

**(6) Signatures**

	Comments	Signature	Date
Program Change Initiator		Rosalyn Culver	5/4/95
Department Chair(s) or Area Director(s)		Rosalyn Culver	5/4/95
Dean(s)		Billy M. Kuhn	5/5/95
VP for Instruction/Student Services		[Signature]	5/24/95



# Administrative Assistant Technology

**College Certificate Program: Code AATC (first two semesters)**  
**Associate in Applied Science Degree Program: Code AATD (all four semesters)**

**Advisors: Lynn Allison, Eleanor Charlton, Rosalyn Culver, Dosye Thompson**

This new one-year, two-semester program prepares students for information processing and administrative assistant positions. Skills required include keyboarding and document formatting using computers, communications, transcription, record management, and business math applications. Job-seeking skills are also covered.

<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>
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## **First Semester**

BOS 101	Keyboarding and Document Formatting I .....	3
BOS 130	Business Machines .....	3
BOS 151	Information Processing Principles and Applications .....	4
ENG 100	Communication Skills.....	4
MTH 163	Business Mathematics.....	<u>3</u>
		17

## **Second Semester**

BOS 102	Keyboarding and Document Formatting II.....	3
BOS 107	Clerical Methods and Procedures.....	4
BOS 152	Computerized Transcription Skills.....	3
BOS 156	WordPerfect I or	
BOS 157	Microsoft Word for Windows I or	
BOS 158	WordPerfect for Windows I .....	2
BOS 206	Telecommunications Office Applications.....	2
BOS 256	WordPerfect II or	
BOS 257	Microsoft Word for Windows II or	
BOS 258	WordPerfect for Windows II .....	<u>2</u>
		16

**Total credit hours for one-year program: 33**

This additional year of study provides a broader background in office technology. Students develop expertise in all the technical skills described in the one-year program and learn other skills, including spreadsheets and databases, desktop publishing, telecommunications, time management, human relations, and accounting.

## **Third Semester**

BOS 204	Keyboarding/Speedbuilding.....	2
BOS 208	Desktop Publishing for the Office.....	3
BOS 225	Information Processing Systems and Procedures.....	3
PLS 108	Government and Society .....	3
Elective	Restricted Humanities Elective *	1-3
Elective	Restricted Program Elective** .....	<u>1-4</u>
		13-18

Effective Fall 1995

July 21, 1995

**Fourth Semester**

ACC 091	Fundamentals of Accounting or	
ACC 111	Principles of Accounting.....	3
BOS 207	Introduction to Powerpoint.....	2
BOS 250	Administrative Office Systems and Procedures .....	4
CIS 152	Introduction to Excel.....	2
CIS 182	Introduction to MS Access .....	2
COM 101	Fundamentals of Speaking .....	3
SCI 100	Introduction to Natural Sciences.....	<u>1</u>
		17

**Total credit hours for two-year program: 65-70**

\* See list of Humanities courses that meet elements 13 & 14.

**\*\*Restricted Program Electives**

BMG	Any BMG class 100 or above
BOS	Any BOS class 101 or above
CIS	Any CIS class 100 or above
ECO 211	Principles of Economics
RDG 115	Medical Terminology

Effective Fall 1995

July 21, 1995