

Program Information Report

Business & Culinary Management

Business Administration - Transfer (AABATR)

Associate in Arts 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 transfer to a bachelor's of business administration degree program at a four-year college or university, where they will further improve their communication and interpersonal skills while developing a specialty in an area of business. Check with an advisor for information on transferring to a specific college.

Articulation:

- Cleary University, BS or BBA degree;
- Davenport University, Bachelor degree;
- Eastern Michigan University, BBA degree*;
- Ferris State University, BS degree;
- Kaplan University, BS degree;
- Madonna University, BS degree;
- Northwood University, BBA degree;
- University of Michigan-Flint, BA degree;
- Walsh College, BA or BBA degree
- Wayne State University, BS degree.

This program can meet the Michigan Transfer Agreement (MTA). Students must have their transcripts certified for MTA completion by the WCC Student Records Office.

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/.

Program Admission Requirements:

Students must have:

- Academic Math Level of 3 to enroll in MTH 125 and MTH 160
- Academic Math Level of 4 to enroll in MTH 176

First Semester		(14 credits)
BMG 140	Introduction to Business	3
ENG 111	Composition I	4
MTH 125 or	Everyday College Math	
MTH 160 or	Basic Statistics	
MTH 176	College Algebra	4
Elective	Nat. Sci. Elective(s)	3

Second Semester		(15 credits)
ACC 111	Principles of Accounting I	3
BMG 207	Business Communication	3
CIS 110	Introduction to Computer Information Systems	3
Elective	Speech/Comp. Elective(s)	3
Elective	Arts/Human. Elective(s)	3

Third Semester		(15 credits)
ACC 122	Principles of Accounting II	3
BMG 111	Business Law I	3
BMG 265	Business Statistics	3
ECO 211	Principles of Economics I	3
Elective	Soc. Sci. Elective(s) 2	3

Fourth Semester		(16 credits)
ECO 222	Principles of Economics II	3

Program Information Report

Elective	Nat. Sci. Lab Elective(s)	3
Elective	Arts/Human. Elective(s) 2	3
Elective	Electives to reach a minimum of 60 credits. It is recommended students complete one or more of the following: BMG 181, BMG 230, BMG 250. **	7

Minimum Credits Required for the Program:

60

Notes:

**See the MTA list to make course selections from any discipline except ECO.*

***Check the requirements of the program and college to which you are transferring.*

Program Information Report

Business Administration - Transfer (AABATR) AKA AABAS Associate in Arts Degree

Program Effective Term: Fall 2019

High Demand Occupation High Skill Occupation High Wage Occupation

Program is also available online

This program prepares students for transfer to a bachelor's of business administration degree program at a four-year college or university, where they will further improve their communication and interpersonal skills while developing a specialty in an area of business. Check with an advisor for information on transferring to a specific college.

Articulation:

- Cleary University, BS or BBA degree;
- Davenport University, Bachelor degree;
- Eastern Michigan University, BBA degree*;
- Ferris State University, BS degree;
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- Madonna University, BS degree;
- Northwood University, BBA degree;
- University of Michigan-Flint, BA degree;
- Walsh College, BA or BBA degree
- Wayne State University, BS degree.

This program can meet the Michigan Transfer Agreement (MTA). Students must have their transcripts certified for MTA completion by the WCC Student Records Office.

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/.

Program Admission Requirements:

- Students must have:
- Academic Math Level of 3 to enroll in MTH 125 and MTH 160
 - Academic Math Level of 4 to enroll in MTH 176 or MTH 181

First Semester		(14 credits)
BMG 140	Introduction to Business	3
ENG 111	Composition I	4
MTH 125 or	Everyday College Math	
MTH 160 or	Basic Statistics	
MTH 176 or	College Algebra	
MTH 181	Mathematical Analysis I	4
Elective	Nat. Sci. Elective(s)	3
Second Semester		(15 credits)
ACC 111	Principles of Accounting I	3
BMG 207	Business Communication	3
CIS 110	Introduction to Computer Information Systems	3
Elective	Speech/Comp. Elective(s)	3
Elective	Arts/Human. Elective(s)	3
Third Semester		(15 credits)
ACC 122	Principles of Accounting II	3
BMG 111	Business Law I	3
BMG 265	Business Statistics	3
ECO 211	Principles of Economics I	3
Elective	Soc. Sci. Elective(s) 2	3
Fourth Semester		(16 credits)
ECO 222	Principles of Economics II	3
Elective	Nat. Sci. Lab Elective(s)	3
Elective	Arts/Human. Elective(s) 2	3
Elective	Electives to reach a minimum of 60 credits. It is recommended students complete one or more of the following: BMG 181, BMG 230, BMG 250. **	7

Program Information Report

Minimum Credits Required for the Program:

60

Notes:

**See the MTA list to make course selections from any discipline except ECO.*

***Check the requirements of the program and college to which you are transferring.*

PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code: Program Name: Business (AABAS) degree

Effective Term: Fall 2019

Division Code: Department: Business Management

new code = AABATR

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 |
| <input type="checkbox"/> Add course(s): _____ | <input type="checkbox"/> Program outcomes |
| <input checked="" type="checkbox"/> Program title (title was <u>Business (AABAS)</u>) | <input type="checkbox"/> Accreditation information |
| <input checked="" 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 checked="" type="checkbox"/> Advisors | |
| <input type="checkbox"/> Articulation information | |

Show all changes on the attached page from the catalog.

Rationale for proposed changes or discontinuation:

Title change clarifies degree's purpose. Descriptive changes remove references to specific 4-year transfer colleges (e.g., EMU). Specific BMG electives more beneficial to business students than general electives are recommended in last semester.

Financial/staffing/equipment/space implications:

More students may enroll in specific BMG courses based on fourth semester recommendation.

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

BMG

Signatures:

Reviewer	Print Name	Signature	Date
Initiator	Doug Waters		5/11/18
Department Chair	Julie Davies		5/10/18
Division Dean/Administrator	Eva Samulski		5-10-18
Vice President for Instruction	Kimberly Horvath		11/2/18
President			

Do not write in shaded area. Entered in: Banner C&A Database 2/14/19 Log File 2/14/19 Board Approval

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

Additions in **bold**

Removals = ~~removals~~

Business Administration - Transfer (AABAS)

* **[Revised degree title: Business Administration – Transfer (AABAS)]**

Associate in Arts Degree

Program is also available online.

~~2016 - 2017~~ 2017 - 2018 2018-2019

Description

This program prepares students for transfer to a bachelor's of business administration degree program at a four-year college or university, where they will further improve their communication and interpersonal skills while developing a specialty in **accounting, economics, finance, management, or some other aspect of an area** of business. ~~The program was specifically designed to transfer to Eastern Michigan University.~~ Check with an advisor for information on transferring to **other a specific colleges.** ~~See the footnotes for transferring to the University of Michigan.~~

[Revised description: This program prepares students for transfer to a bachelor's of business administration degree program at a four-year college or university, where they will further improve their communication and interpersonal skills while developing a specialty in an area of business. Check with an advisor for information on transferring to a specific college.]

Articulation

Cleary University, BS or BBA degree;
Davenport University, Bachelor degree;
Eastern Michigan University, BBA degree;
Ferris State University, BS degree;
Kaplan University, BS degree;
Madonna University, BS degree;
Northwood University, BBA degree;
University of Michigan-Flint, BA degree;
Walsh College, BA or BBA degree
Wayne State University, BS degree.

~~*A minimum cumulative GPA of 2.5 is required for admission to EMU's College of Business. All courses must be completed with a minimum grade of "C" (2.0) to transfer. Contact the College of Business Undergraduate Advising Office at EMU early to have transfer credits reviewed and unofficially evaluated. (734-487-2344 or email cob_undergraduate@emich.edu)~~

This program can meet the Michigan Transfer Agreement (MTA). Students must have their transcripts certified for MTA completion by the WCC Student Records Office.

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/.

Admissions Requirements

Students must have:

- Academic Math Level of 3 to enroll in MTH 125 and MTH 160
- Academic Math Level of 4 to enroll in MTH 176 or MTH 181

Contact Information

Business/Computer Technologies

Business Department

Douglas Waters [please add s my last name]

add: Julianne Davies

remove: Anthony Terry

Division

Department

Advisors

Requirements

(Items marked in orange are available online.)

First Semester

Class	Title	Minimum Credits
<u>Elective(s)</u>	<u>Natural Sciences</u>	3
<u>BMG 140</u>	Introduction to Business	3
<u>ENG 111</u>	Composition I	4
<u>MTH 125</u>	or Everyday College Math	
<u>MTH 160</u>	or Basic Statistics	
<u>MTH 176</u>	or College Algebra	
<u>MTH 181</u>	Mathematical Analysis I	4
Total		14

Second Semester

Class	Title	Minimum Credits
<u>Elective(s)</u>	<u>Arts and Humanities 1</u> ** [remove these asterisks]	3
<u>Elective(s)</u>	<u>Writing/Composition or Speech</u>	3
<u>ACC 111</u>	Principles of Accounting I	3
<u>BMG 207</u>	Business Communication	3
<u>CIS 110</u>	Introduction to Computer Information Systems	3
Total		15

Third Semester

Class	Title	Minimum Credits
<u>Elective(s)</u>	<u>Social and Behavioral Science 2</u> *	3
<u>ACC 122</u>	Principles of Accounting II	3
<u>BMG 111</u>	Business Law I	3
<u>BMG 265</u>	Business Statistics	3
<u>ECO 211</u>	Principles of Economics I	3
Total		15

Fourth Semester

Class	Title	Minimum Credits
ECO 222	Principles of Economics II	3
Elective(s)	Arts and Humanities 2 ** [remove these asterisks]	3
Elective(s)	Natural Sciences with Lab	3
	Complete a BMG or CIS course as needed to bring the program total to a minimum of 60 credits. ***	3 7cr
Elective(s)	Recommended to complete BMG 181, BMG 230, or BMG 250 to bring the program total to a minimum of 60 credits. Check the requirements of the program and college to which you are transferring. (see below)	
	Elective(s) to reach a minimum of 60 credits.***	4
Total		16

Total Credits Required
60

Footnotes

*See the MTA list to make course selections from any discipline except ECO.

**See the EMU Diverse World Requirement list. A course in logic or ethics (PHL 205 or PHL 250) is strongly recommended.

***See an advisor to choose courses that transfer to and meet the requirements of the program and college to which you are transferring.

University of Michigan School of Business does not accept business or accounting courses from community colleges. If you wish to transfer to a business major at UM, please see a counselor.

Electives to reach a minimum of 60 credits. It is recommended students complete one or more of the following: BMG 181, BMG 230, BMG 250. **

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 ¹	7-8 credits	7-8 credits	3-4 credits
Social & Behavioral Science ²	6 credits	6 credits	3 credits
Arts and Humanities ³	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

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

² From two disciplines

³ From two disciplines

Program Information Report

Business (AABAS)

Associate in Arts 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 transfer to a bachelor's of business administration degree program at a four-year college or university, where they will further improve their communication and interpersonal skills while developing a specialty in an area of business. Check with an advisor for information on transferring to specific colleges.

Articulation:

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- Davenport University, Bachelor degree;
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- Ferris State University, BS degree;
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- Madonna University, BS degree;
- Northwood University, BBA degree;
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- Walsh College, BA or BBA degree
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Program Admission Requirements:

Students must have:

- Academic Math Level of 3 to enroll in MTH 125 and MTH 160
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First Semester		(14 credits)
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ENG 111	Composition I	4
MTH 125 or	Everyday College Math	
MTH 160 or	Basic Statistics	
MTH 176 or	College Algebra	
MTH 181	Mathematical Analysis I	4
	Nat. Sci. Elective(s)	3
Second Semester		(15 credits)
ACC 111	Principles of Accounting I	3
BMG 207	Business Communication	3
CIS 110	Introduction to Computer Information Systems	3
	Speech/Comp. Elective(s)	3
	Arts/Human. Elective(s) 1	3
Third Semester		(15 credits)
ACC 122	Principles of Accounting II	3
BMG 111	Business Law I	3
BMG 265	Business Statistics	3
ECO 211	Principles of Economics I	3
	Soc. Sci. Elective(s) 2*	3
Fourth Semester		(16 credits)
ECO 222	Principles of Economics II	3
	Arts/Human. Elective(s) 2	3
	Nat. Sci. Lab Elective(s)	3
	It is recommended students complete BMG 181, BMG 230 or BMG 250 to bring the program total to a minimum 60 credits. Check the requirements of the program and college to which you are transferring.**	3
	Elective(s) to reach a minimum of 60 credits	4

Program Information Report

Minimum Credits Required for the Program:

60

Notes:

**See the WCC Social and Behavioral Science General Education list to make course selections from any discipline except ECO.*

***See an advisor to choose courses that transfer to and meet the requirements of the program and college to which you are transferring.*

Done 1/2/18
NW

**WASHTENAW COMMUNITY COLLEGE
GENERAL EDUCATION REVISION PROGRAM CHANGE FORM
FOR AA AND AS PROGRAMS 2018-2019**

LEARN.BY.DIVING INTO IT

Program Code: AA BAS	Program Name: A. BUSINESS
Division Code: BUT	Department: Bus

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

Directions:

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

Current General Education Requirements AA and AS	Revised General Education Requirements 2018-2019 AA and AS
Writing 6 - 7 credits	English Composition 3 - 4 credits
Speech 3 credits	2 nd 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 from 2 disciplines including one lab course 7 - 9 credits
Social & Behavioral Sciences 6 credits	Social & Behavioral Sciences from 2 disciplines 6 credits
Arts & Humanities 6 credits	Arts & Humanities from 2 disciplines 6 credits
Critical Thinking 0 credits	Elective Credits to reach a minimum of 30 credit hours 0 - 3 credits
Computer & Information Literacy 3 credits	Total 30 credits
Total 30 - 33 credits	

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

REQUESTED CHANGES	
General Education Area	
English Composition – 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: <i>NO change</i>
2nd Course in English Composition or one course in Communication WCC previously required both a second composition/writing course and a communication course. Your options are:	<ol style="list-style-type: none"> Allow students to select any course that meets composition/writing or communication (<i>recommended</i>). Require students to take a specific composition course (identify course below and on semester layout). <input checked="" type="radio"/> Require students to take a specific communication course (identify course below and on semester layout).

Requested Change:	
Requested Change:	<p>2nd Course in English Composition or one course in Communication Credit Hours Because of this change, an extra 3 – 4 credit hours may be available in the program. Please specify how you would like to use those credit hours. Your options are:</p> <ol style="list-style-type: none"> 1. Reduce the number of credit hours if the program total is over 60 (<i>recommended</i>). 2. Replace the course with elective credits as needed to reach a minimum of 60 credit hours. 3. Add a specific program-related course (<i>please add the course in the semester it should be taken on the semester layout</i>).
Requested Change:	
Optional Change:	<p>Mathematics – The requirement for one mathematics course remains the same. However, the courses that meet the MTA requirement have changed slightly. MTH 148, 149 and 167 do not meet the general education requirement for AA or AS degrees. Please identify an alternate course or list "Math elective".</p> <p><i>no change</i></p>
Requested Change:	
Optional Change:	<p>Natural Sciences from 2 disciplines including one lab course WCC previously required one natural science course. Your options are:</p> <ol style="list-style-type: none"> 1. No change needed – a second natural science course is already included in my program. 2. Add a second natural science course in the semester shown on the semester layout attached. Unless specific courses are required, include one course identified as a lab science course. <p><i>no change</i></p>
Optional Change:	<p>Social & Behavioral Sciences from 2 disciplines – The requirement for two social and behavioral science courses remains the same. No changes will be made unless specifically requested below.</p> <p><i>no change</i></p>
Optional Change:	<p>Arts & Humanities from 2 disciplines – The requirement for two arts and humanities courses 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.)</p> <p><i>no change</i></p>
Required Change:	
Optional Change:	<p>Computer and Information Literacy The requirement for computer and information literacy has been removed. Your options are:</p> <ol style="list-style-type: none"> 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. 2. Remove the computer and information literacy course if the program will still meet the minimum of 60 credit hours. 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.
Required Change:	
Optional Change:	<p>Elective Credits to reach a minimum of 30 credit hours – A course titled "General Education Credit(s) to Reach a Minimum of 30 Credit Hours" will be created and then added as needed to the program.</p>

Reviewer	Print Name	Signature	Date
Initiator	Mark Johnston		12/6/17
Department Chair	Jullianne Davis		12/6/17
Division Dean/ Administrator	Eric Samulski		12-8-17
Vice President for Instruction			1/9/18

Program Information Report

Business AABAS

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

Choose one or more areas in the field of business as you prepare for your future.

Program Information Report

**Business (AABAS)
Associate in Arts Degree**

Program Effective Term: Fall 2015

High Demand Occupation High Skill Occupation High Wage Occupation

This program prepares students for transfer to a bachelor's of business administration degree program at a four-year college or university, where they will further improve their communication and interpersonal skills while developing a specialty in accounting, economics, finance, management, or some other aspect of business. The program was specifically designed to transfer to Eastern Michigan University. Check with an advisor for information on transferring to other colleges. See the footnotes for transferring to the University of Michigan.

Articulation:

- Cleary University, BS or BBA degree;
- Davenport University, Bachelor degree;
- Eastern Michigan University, BBA degree*;
- Ferris State University, BS degree;
- Kaplan University, BS degree;
- Madonna University, BS degree;
- Northwood University, BBA degree;
- University of Michigan-Flint, BA degree;
- Walsh College, BA or BBA degree.

*A minimum cumulative GPA of 2.5 is required for admission to EMU's College of Business. All courses must be completed with a minimum grade of "C" (2.0) to transfer. Contact the College of Business Undergraduate Advising Office at EMU early to have transfer credits reviewed and unofficially evaluated. (734-487-2344 or email cob_undergraduate@emich.edu)

This program meets MACRAO. Students must have their transcripts certified for MACRAO completion by the WCC Student Records Office.

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

Program Admission Requirements:

- Students must have:
- Academic Math Level of 3 to enroll in MTH 125 and MTH 160
- Academic Math Level of 4 to enroll in MTH 176 or MTH 181

First Semester

ACC 111	Principles of Accounting I	3
BMG 140	Introduction to Business	3
CIS 110	Introduction to Computer Information Systems	3
ENG 111	Composition I	4
MTH 125 or	Everyday College Math	
MTH 160 or	Basic Statistics	
MTH 176 or	College Algebra	
MTH 181	Mathematical Analysis I	4

Second Semester

ACC 122	Principles of Accounting II	3
BMG 207	Business Communication	3
ENG 226	Composition II	3
	Nat. Sci. Elective(s)*	4

Third Semester

BMG 111	Business Law I	3
BMG 265	Business Statistics	3
COM 101	Fundamentals of Speaking	3
ECO 211	Principles of Economics I	3
	Soc. Sci. Elective(s)**	3

Fourth Semester

ECO 222	Principles of Economics II	3
	Arts/Human. Elective(s)***	3

Program Information Report

Arts and Humanities Elective(s) ***	3
Nat. Sci. Elective(s)*****	3-4
Complete a BMG or CIS course as needed to bring the program total to a minimum of 60 credits.****	3

Minimum Credits Required for the Program: 60

Notes:

**Students transferring to a four-year institution should choose a lab-based, Michigan Transfer Agreement (MTA)-approved science course.*

***See the MTA list to make course selections from any discipline except ECO.*

****See the EMU Diverse World Requirement list. A course in logic or ethics (PHL 205 or PHL 250) is strongly recommended.*

*****See an advisor to choose courses that transfer to and meet the requirements of the program and college to which you are transferring.*

******Students following the Michigan Transfer Agreement (MTA) should complete a second natural science course.*

University of Michigan School of Business does not accept business or accounting courses from community colleges. If you wish to transfer to a business major at UM, please see a counselor.

Program Information Report**Transfer and University Parallel Programs**

If your goal is to continue your education toward a baccalaureate degree, then transfer and university parallel programs is the track for you. Complete the first two years of study in a supportive environment with small classes and personal attention.

Business (AABAS)

Computer Science: Programming in Java (ASCSPJ) See School of Information Technology

Criminal Justice (AACJ)

Education, Early Childhood (AAECE)

Education, Elementary (AAELEM)

Education, Secondary (AASECO)

Environmental Science (ASENVS)

1. Environmental Science (ENV1)

2. Environmental Science and Society (ENV2)

Exercise Science (ASESCI)

General Studies in Math and Natural Sciences (ASGSMS)

Honors in the Liberal Arts (AAHLA)

Human Services (AAHUST)

Information Systems: Programming in C++ (ASISPC) See School of Information Technology

Liberal Arts Transfer (AALAT)

Math and Science (ASMSAS)

1. Pre-Medicine Concentration (BMED or CMED)

2. Mathematics Concentration (MATH)

3. Physics/Pre-Engineering Concentration (PHYS)

4. Pre-Actuarial Science Concentration (PPAS)

5. Pre-Pharmacy Concentration (PPHA)

Before beginning any transfer program, a student should consult with an academic advisor or counselor to obtain a program articulation agreement, or a transfer guide. Early in the program, the student should contact an undergraduate advisor at the transfer college for specific admission and curriculum requirements and, if available, an unofficial transfer-credit evaluation.

Copies of articulation agreements and transfer guides are available in the Counseling Office on the second floor of the Student Center Building. Computers with access to the Internet Web sites of four-year colleges and universities are also available there.

Business Transfer

Designed for students who intent to transfer into a four-year school program in business.

Program Information Report

Business (AABAS)

Associate in Arts Degree

Program Effective Term: Fall 2015

High Demand Occupation High Skill Occupation High Wage Occupation

This program prepares students for transfer to a bachelor's of business administration degree program at a four-year college or university, where they will further improve their communication and interpersonal skills while developing a specialty in accounting, economics, finance, management, or some other aspect of business. The program was specifically designed to transfer to Eastern Michigan University. Check with an advisor for information on transferring to other colleges. See the footnotes for transferring to the University of Michigan.

Articulation:

- Cleary University, BS or BBA degree;
- Davenport University, Bachelor degree;
- Eastern Michigan University, BBA degree*;
- Ferris State University, BS degree;
- Kaplan University, BS degree;
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- University of Michigan-Flint, BA degree;
- Walsh College, BA or BBA degree.

*A minimum cumulative GPA of 2.5 is required for admission to EMU's College of Business. All courses must be completed with a minimum grade of "C" (2.0) to transfer. Contact the College of Business Undergraduate Advising Office at EMU early to have transfer credits reviewed and unofficially evaluated. (734-487-2344 or email cob_undergraduate@emich.edu)

This program meets MACRAO. Students must have their transcripts certified for MACRAO completion by the WCC Student Records Office.

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

Program Admission Requirements:

- Students must have:
- Academic Math Level of 3 to enroll in MTH 125 and MTH 160
- Academic Math Level of 4 to enroll in MTH 176 or MTH 181

First Semester (15 credits)

ACC 111	Principles of Accounting I	3
BMG 140	Introduction to Business	3
CIS 110	Introduction to Computer Information Systems	3
ENG 111	Composition I	4
MTH 125 or	Everyday College Math	
MTH 160 or	Basic Statistics	
MTH 176 or	College Algebra	
MTH 181	Mathematical Analysis I	4

Second Semester (15 credits)

ACC 122	Principles of Accounting II	3
BMG 207	Business Communication	3
ENG 226	Composition II	3
	Nat. Sci. Elective(s)*	4

Third Semester (15 credits)

BMG 111	Business Law I	3
BMG 265	Business Statistics	3
COM 101	Fundamentals of Speaking	3
ECO 211	Principles of Economics I	3
	Soc. Sci. Elective(s)**	3

Fourth Semester (15 credits)

ECO 222	Principles of Economics II	3
	Arts/Human. Elective(s)***	3

Program Information Report

Arts and Humanities Elective(s) ***	3
Nat. Sci. Elective(s)*****	3-4
Complete a BMG or CIS course as needed to bring the program total to a minimum of 60 credits.****	3

Minimum Credits Required for the Program:

60

Notes:

**Students transferring to a four-year institution should choose a lab-based, Michigan Transfer Agreement (MTA)-approved science course.*

***See the MTA list to make course selections from any discipline except ECO.*

****See the EMU Diverse World Requirement list. A course in logic or ethics (PHL 205 or PHL 250) is strongly recommended.*

*****See an advisor to choose courses that transfer to and meet the requirements of the program and college to which you are transferring.*

******Students following the Michigan Transfer Agreement (MTA) should complete a second natural science course.*

University of Michigan School of Business does not accept business or accounting courses from community colleges. If you wish to transfer to a business major at UM, please see a counselor.

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

Choose one or more areas in the field of business as you prepare for your future.

Program Information Report

**Business (AABAS)
Associate in Arts Degree**

Program Effective Term: Fall 2015

High Demand Occupation High Skill Occupation High Wage Occupation

This program prepares students for transfer to a bachelor's of business administration degree program at a four-year college or university, where they will further improve their communication and interpersonal skills while developing a specialty in accounting, economics, finance, management, or some other aspect of business. The program was specifically designed to transfer to Eastern Michigan University. Check with an advisor for information on transferring to other colleges. See the footnotes for transferring to the University of Michigan.

Articulation:

- Cleary University, BS or BBA degree;
- Davenport University, Bachelor degree;
- Eastern Michigan University, BBA degree*;
- Ferris State University, BS degree;
- Kaplan University, BS degree;
- Madonna University, BS degree;
- Northwood University, BBA degree;
- University of Michigan-Flint, BA degree;
- Walsh College, BA or BBA degree.

*A minimum cumulative GPA of 2.5 is required for admission to EMU's College of Business. All courses must be completed with a minimum grade of "C" (2.0) to transfer. Contact the College of Business Undergraduate Advising Office at EMU early to have transfer credits reviewed and unofficially evaluated. (734-487-2344 or email cob_undergraduate@emich.edu)

This program meets MACRAO. Students must have their transcripts certified for MACRAO completion by the WCC Student Records Office.

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

Program Admission Requirements:

- Students must have:
- Academic Math Level of 3 to enroll in MTH 125 and MTH 160
- Academic Math Level of 4 to enroll in MTH 176 or MTH 181

ACC 111	Principles of Accounting I	3
BMG 140	Introduction to Business	3
CIS 110	Introduction to Computer Information Systems	3
ENG 111	Composition I	4
MTH 125 or	Everyday College Math	
MTH 160 or	Basic Statistics	
MTH 176 or	College Algebra	
MTH 181	Mathematical Analysis I	4

ACC 122	Principles of Accounting II	3
BMG 207	Business Communication	3
ENG 226	Composition II	3
	Nat. Sci. Elective(s)*	4

BMG 111	Business Law I	3
BMG 265	Business Statistics	3
COM 101	Fundamentals of Speaking	3
ECO 211	Principles of Economics I	3
	Soc. Sci. Elective(s)**	3

ECO 222	Principles of Economics II	3
	Arts/Human. Elective(s)***	3

Program Information Report

Nat. Sci. Elective(s)*****	3-4
Complete two BMG or CIS course as needed to bring the program total to a minimum of 60 credits.****	6

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

Notes:

**Students transferring to a four-year institution should choose a lab-based, Michigan Transfer Agreement (MTA)-approved science course.*

***See the MTA list to make course selections from any discipline except ECO.*

****See the EMU Diverse World Requirement list. A course in logic or ethics (PHL 205 or PHL 250) is strongly recommended.*

*****See an advisor to choose courses that transfer to and meet the requirements of the program and college to which you are transferring.*

******Students following the Michigan Transfer Agreement (MTA) should complete a second natural science course.*

University of Michigan School of Business does not accept business or accounting courses from community colleges. If you wish to transfer to a business major at UM, please see a counselor.

Program Information Report

Transfer and University Parallel Programs

If your goal is to continue your education toward a baccalaureate degree, then transfer and university parallel programs is the track for you. Complete the first two years of study in a supportive environment with small classes and personal attention.

Business (AABAS)

Computer Science: Programming in Java (ASCSPJ) See School of Information Technology

Criminal Justice (AACJ)

Education, Early Childhood (AAECE)

Education, Elementary (AAELEM)

Education, Secondary (AASECO)

Environmental Science (ASENVS)

1. Environmental Science (ENV1)

2. Environmental Science and Society (ENV2)

Exercise Science (ASESCI)

General Studies in Math and Natural Sciences (ASGSMS)

Human Services (AAHUST)

Information Systems: Programming in C++ (ASISPC) See School of Information Technology

Liberal Arts Transfer (AALAT)

Math and Science (ASMSAS)

1. Pre-Medicine Concentration (BMED or CMED)

2. Mathematics Concentration (MATH)

3. Physics/Pre-Engineering Concentration (PHYS)

4. Pre-Actuarial Science Concentration (PAS)

5. Pre-Pharmacy Concentration (PPHA)

Before beginning any transfer program, a student should consult with an academic advisor or counselor to obtain a program articulation agreement, or a transfer guide. Early in the program, the student should contact an undergraduate advisor at the transfer college for specific admission and curriculum requirements and, if available, an unofficial transfer-credit evaluation.

Copies of articulation agreements and transfer guides are available in the Counseling Office on the second floor of the Student Center Building. Computers with access to the Internet Web sites of four-year colleges and universities are also available there.

Business Transfer

Designed for students who intent to transfer into a four-year school program in business.

Program Information Report

**Business (AABAS)
Associate in Arts Degree**

Program Effective Term: Fall 2015

High Demand Occupation High Skill Occupation High Wage Occupation

This program prepares students for transfer to a bachelor's of business administration degree program at a four-year college or university, where they will further improve their communication and interpersonal skills while developing a specialty in accounting, economics, finance, management, or some other aspect of business. The program was specifically designed to transfer to Eastern Michigan University. Check with an advisor for information on transferring to other colleges. See the footnotes for transferring to the University of Michigan.

Articulation:

- Cleary University, BS or BBA degree;
- Davenport University, Bachelor degree;
- Eastern Michigan University, BBA degree*;
- Ferris State University, BS degree;
- Kaplan University, BS degree;
- Madonna University, BS degree;
- Northwood University, BBA degree;
- University of Michigan-Flint, BA degree;
- Walsh College, BA or BBA degree.

*A minimum cumulative GPA of 2.5 is required for admission to EMU's College of Business. All courses must be completed with a minimum grade of "C" (2.0) to transfer. Contact the College of Business Undergraduate Advising Office at EMU early to have transfer credits reviewed and unofficially evaluated. (734-487-2344 or email cob_undergraduate@emich.edu)

This program meets MACRAO. Students must have their transcripts certified for MACRAO completion by the WCC Student Records Office.

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

Program Admission Requirements:

Students must have:

- Academic Math Level of 3 to enroll in MTH 125 and MTH 160
- Academic Math Level of 4 to enroll in MTH 176 or MTH 181

First Semester

ACC 111	Principles of Accounting I	3
BMG 140	Introduction to Business	3
CIS 110	Introduction to Computer Information Systems	3
ENG 111	Composition I	4
MTH 125 or	Everyday College Math	
MTH 160 or	Basic Statistics	
MTH 176 or	College Algebra	
MTH 181	Mathematical Analysis I	4

Second Semester

ACC 122	Principles of Accounting II	3
BMG 207	Business Communication	3
ENG 226	Composition II	3
	Nat. Sci. Elective(s)*	4

Third Semester

BMG 111	Business Law I	3
BMG 265	Business Statistics	3
COM 101	Fundamentals of Speaking	3
ECO 211	Principles of Economics I	3
	Soc. Sci. Elective(s)**	3

Fourth Semester

ECO 222	Principles of Economics II	3
	Arts/Human. Elective(s)***	3

Program Information Report

Nat. Sci. Elective(s)***** 3-4
Complete two BMG or CIS course as needed to bring the program total to a minimum of 60 credits.**** 6

Minimum Credits Required for the Program: 60

Notes:

**Students transferring to a four-year institution should choose a lab-based, Michigan Transfer Agreement (MTA)-approved science course.*

***See the MTA list to make course selections from any discipline except ECO.*

****See the EMU Diverse World Requirement list. A course in logic or ethics (PHL 205 or PHL 250) is strongly recommended.*

*****See an advisor to choose courses that transfer to and meet the requirements of the program and college to which you are transferring.*

******Students following the Michigan Transfer Agreement (MTA) should complete a second natural science course.*

University of Michigan School of Business does not accept business or accounting courses from community colleges. If you wish to transfer to a business major at UM, please see a counselor.

PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code: AABAS Program Name: Business

Effective Term: Fall 2015

Division Code: BCT Department: Business

DEAN BCT DIVISION NOV 13/14

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): 2 nd Arts and Humanities elective (located in the 4 th semester) | <input type="checkbox"/> Continuing eligibility requirements |
| <input checked="" type="checkbox"/> Add course(s): 2 nd Natural Science course, 3-4 credits, to the 4 th semester | <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: make change to the footnote** _____ |
| <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:

Remove 2nd Arts/Humanities: The MTA recognizes Com 101 as Arts/Humanities. Consequently this will result in three, and the program only requires two.
 Add 2nd Natural Science course: The MTA requires two. Currently, we only have one.
 **footnote: Replace the word MACRAO with MTA

Financial/staffing/equipment/space implications:

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

Signatures:

Reviewer	Print Name	Signature	Date
Initiator	Colette M. Young		11/13/2014
Department Chair	Colette M. Young		11/13/2014
Division Dean/Administrator	Kim Hurns		11/17/14
Vice President for Instruction			12/9/14
President			

Do not write in shaded area. Entered in: Banner 26/15 C&A Database 26/15 Log File Susan Board Approval

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

logged 11/19/14 sj ✓
 Office of Curriculum & Assessment

ACADEMICS

Business (AABAS)

Associate in Arts Degree

2012 - 2013 2013 - 2014 2014 - 2015

Description

This program prepares students for transfer to a bachelor's of business administration degree program at a four-year college or university, where they will further improve their communication and interpersonal skills while developing a specialty in accounting, economics, finance, management, or some other aspect of business. The program was specifically designed to transfer to Eastern Michigan University. Check with an advisor for information on transferring to other colleges. See the footnotes for transferring to the University of Michigan.

Articulation

Cleary University, BS or BBA degree;
 Davenport University, Bachelor degree;
 Eastern Michigan University, BBA degree*;
 Ferris State University, BS degree;
 Kaplan University, BS degree;
 Madonna University, BS degree;
 Northwood University, BBA degree;
 University of Michigan-Flint, BA degree;
 Walsh College, BA or BBA degree.

*A minimum cumulative GPA of 2.5 is required for admission to EMU's College of Business. All courses must be completed with a minimum grade of "C" (2.0) to transfer. Contact the College of Business Undergraduate Advising Office at EMU early to have transfer credits reviewed and unofficially evaluated. (734-487-2344 or email cob_undergraduate@emich.edu)

This program meets MACRAO. Students must have their transcripts certified for MACRAO completion by the WCC Student Records Office.

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.

Admissions Requirements

Students must have:

- Academic Math Level of 3 to enroll in MTH 125 and MTH 160
- Academic Math Level of 4 to enroll in MTH 176 or MTH 181

Contact Information

Division: Business/Computer Technologies
Department: Business Department
Advisors: [Joseph Flack](#), [Colette Young](#)

Requirements

First Semester

Class	Title	Credits
ACC 111	Principles of Accounting I	3
BMG 140	Introduction to Business	3
CIS 110	Introduction to Computer Information Systems	3
ENG 111	Composition I	4
MTH 125	or Everyday College Math	
MTH 160	or Basic Statistics	
MTH 176	or College Algebra	
MTH 181	Mathematical Analysis I	4
Total		17

Second Semester

Class	Title	Credits
Elective(s)	Natural Sciences*	4

ACC 122	Principles of Accounting II	3
BMG 207	Business Communication	3
ENG 226	Composition II	3
Total		13

Third Semester

Class	Title	Credits
Elective(s)	Social and Behavioral Science**	3
BMG 111	Business Law I	3
BMG 265	Business Statistics	3
COM 101	Fundamentals of Speaking	3
ECO 211	Principles of Economics I	3
Total		15

Fourth Semester

Class	Title	Credits
ECO 222	Principles of Economics II	3
Elective(s)	Arts and Humanities 1***	3
Elective(s)	Arts and Humanities 2**** <i>Natural Science 12345</i>	3 <i>3-4</i>
	Complete two BMG or CIS course as needed to bring the program total to a minimum of 60 credits.****	6
Total		15

enter as Nat. Sci.

Total Credits Required: 60

Footnotes

- *Students transferring to a four-year institution should choose a lab-based, Michigan Transfer Agreement (MTA)-approved science course.
- **See the MACAC list to make course selections from any discipline except ECO.
- ***See the EMU Diverse World Requirement list. A course in logic or ethics (PHL 205 or PHL 250) is strongly recommended.
- ****See an advisor to choose courses that transfer to and meet the requirements of the program and college to which you are transferring.
- *****Students following the Michigan Transfer Agreement (MTA) should complete a second natural science course.

University of Michigan School of Business does not accept business or accounting courses from community colleges. If you wish to transfer to a business major at UM, please see a counselor.

Program Information Report

**Business (AABAS)
Associate in Arts Degree**

Program Effective Term: Fall 2014

High Demand Occupation High Skill Occupation High Wage Occupation

This program prepares students for transfer to a bachelor's of business administration degree program at a four-year college or university, where they will further improve their communication and interpersonal skills while developing a specialty in accounting, economics, finance, management, or some other aspect of business. The program was specifically designed to transfer to Eastern Michigan University. Check with an advisor for information on transferring to other colleges. See the footnotes for transferring to the University of Michigan.

Articulation:

- Cleary University, BS or BBA degree;
- Davenport University, Bachelor degree;
- Eastern Michigan University, BBA degree*;
- Ferris State University, BS degree;
- Kaplan University, BS degree;
- Madonna University, BS degree;
- Northwood University, BBA degree;
- University of Michigan-Flint, BA degree;
- Walsh College, BA or BBA degree.

*A minimum cumulative GPA of 2.5 is required for admission to EMU's College of Business. All courses must be completed with a minimum grade of "C" (2.0) to transfer. Contact the College of Business Undergraduate Advising Office at EMU early to have transfer credits reviewed and unofficially evaluated. (734-487-2344 or email cob_undergraduate@emich.edu)

This program meets MACRAO. Students must have their transcripts certified for MACRAO completion by the WCC Student Records Office.

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

Program Admission Requirements:

Students must have:

- Academic Math Level of 2 to enroll in MTH 125
- Academic Math Level of 3 to enroll in MTH 160
- Academic Math Level of 4 to enroll in MTH 176 or MTH 181

First Semester		(17 credits)
ACC 111	Principles of Accounting I	3
BMG 140	Introduction to Business	3
CIS 110	Introduction to Computer Information Systems	3
ENG 111	Composition I	4
MTH 125 or	Everyday College Math	
MTH 160 or	Basic Statistics	
MTH 176 or	College Algebra	
MTH 181	Mathematical Analysis I	4
Second Semester		(13 credits)
ACC 122	Principles of Accounting II	3
BMG 207	Business Communication	3
ENG 226	Composition II	3
	Nat. Sci. Elective(s)*	4
Third Semester		(15 credits)
BMG 111	Business Law I	3
BMG 265	Business Statistics	3
COM 101	Fundamentals of Speaking	3
ECO 211	Principles of Economics I	3
	Soc. Sci. Elective(s)**	3
Fourth Semester		(15 credits)
ECO 222	Principles of Economics II	3

Program Information Report

Arts/Human. 1 Elective(s)***	3
Arts/Human. 2 Elective(s)***	3
Complete two BMG or CIS course as needed to bring the program total to a minimum of 60 credits.****	6

Minimum Credits Required for the Program: 60

Notes:

- *Students transferring to a four-year institution should choose a lab-based, MACRAO-approved science course.
- **See the MACRAO list to make course selections from any discipline except ECO.
- ***See the EMU Diverse World Requirement list. A course in logic or ethics (PHL 205 or PHL 250) is strongly recommended.
- ****See an advisor to choose courses that transfer to and meet the requirements of the program and college to which you are transferring.

University of Michigan School of Business does not accept business or accounting courses from community colleges. If you wish to transfer to a business major at UM, please see a counselor.

PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code: AABAS **Program Name:** Business

Effective Term: F-2014

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:

- Review
- XX Remove course(s): ___ Computer Lit Elective(s) 3 credits; Soc. Science Electives 6 credits; Free Elective 3 credits
- XX Add course(s): CIS 110; Social Science electives 3 credits; complete two Business or CIS free electives 6 credits
- 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 add Colette Young as program advisor to Joe Flack's name.

Show all changes on the attached page from the catalog.

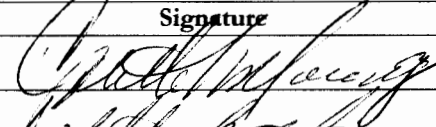


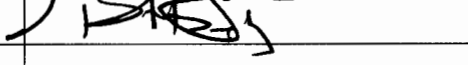
Rationale for proposed changes or discontinuation:

Making corrections to the program and preparing for online delivery.

Financial/staffing/equipment/space implications:

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

Signatures:

Reviewer	Print Name	Signature	Date
Initiator	Colette M. Young		1/11/2014
Department Chair	Colette M. Young		1/11/2014
Division Dean/Administrator	Rosemary Wilson		1/28/14
Vice President for Instruction	W. Abernethy		2/17/14
President	R. Bellanca		

Do not write in shaded area. Entered in: Banner _____ C&A Database 2/20 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 for posting on the website.

for logged 1/29/14 s/v
Office of Curriculum & Assessment

ACADEMICS

Business (AABAS)

Associate in Arts Degree

2011 - 2012 2012 - 2013 2013 - 2014

Description

This program prepares students for transfer to a bachelor's of business administration degree program at a four-year college or university, where they will further improve their communication and interpersonal skills while developing a specialty in accounting, economics, finance, management, or some other aspect of business. The program was specifically designed to transfer to Eastern Michigan University. Check with an advisor for information on transferring to other colleges. See the footnotes for transferring to the University of Michigan.

Articulation

Cleary University, BS or BBA degree;
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 Madonna University, BS degree;
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Admissions Requirements

- Students must have:
- Academic Math Level of 2 to enroll in MTH 125
 - Academic Math Level of 3 to enroll in MTH 160
 - Academic Math Level of 4 to enroll in MTH 176 or MTH 181

Contact Information

Division: Business/Computer Technologies
 Department: Business Department
 Advisors: Joseph Flack → *Colette Young*

Requirements

First Semester

Class	Title	Credits
RECIPIENTS	Computer and Information Literacy <i>CIS 110</i>	3
<u>ACC 111</u>	Principles of Accounting I	3
<u>BMG 140</u>	Introduction to Business	3
<u>ENG 111</u>	Composition I	4
<u>MTH 125</u>	or Everyday College Math	
<u>MTH 160</u>	or Basic Statistics	
<u>MTH 176</u>	or College Algebra	
<u>MTH 181</u>	Mathematical Analysis I	4
Total		17

Second Semester

Class	Title	Credits
-------	-------	---------

Elective(s)	Social and Behavioral Science	3
Elective(s)	Natural Sciences**	4
ACC 122	Principles of Accounting II	3
BMG 207	Business Communication	3
ENG 226	Composition II	3
Total		16 13

Third Semester

Class	Title	Credits
Elective(s)	Social and Behavioral Science	3
BMG 111	Business Law I	3
BMG 265	Business Statistics	3
COM 101	Fundamentals of Speaking	3
ECO 211	Principles of Economics I	3
Total		15

Fourth Semester

Class	Title	Credits
ECO 222	Principles of Economics II	3
Elective(s)	Elective Complete two courses as electives to bring the program total to a minimum of 60 credits.*** BMG or CIS	6
Elective(s)	Arts and Humanities 1***	3
Elective(s)	Arts and Humanities 2***	3
Total		15
Total Credits Required:		60

Complete two BMG or CIS courses as needed to bring the program total to a minimum of 60 credits ***

Footnotes

- *Students transferring to a four-year institution should choose a lab-based, MACRAO-approved science course.
- **See the MACRAO list to make course selections from any discipline except ECO.
- ***See the EMU Diverse World Requirement list. A course in logic or ethics (PHL 205 or PHL 250) is strongly recommended.
- ****See an advisor to choose courses that transfer to and meet the requirements of the program and college to which you are transferring.

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PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code: AABAS Program Name: Business

Effective Term: Fall 2011

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>MTH 176 or 181</u> <i>leave on per Colette</i> | <input type="checkbox"/> Continuing eligibility requirements |
| <input checked="" type="checkbox"/> Add course(s): <u>MTH 125</u> <i>or any Math level 5 or higher course</i> | <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:

To align with changes in Business (BBA) at EMU.

Financial/staffing/equipment/space implications:

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

Signatures:

Reviewer	Print Name	Signature	Date
Initiator	COLETTE Young	<i>[Signature]</i>	1/20/2011
Department Chair	" "	<i>[Signature]</i>	
Division Dean/Administrator	Rosemary Wilson	<i>[Signature]</i>	1/21/11
Vice President for Instruction	<i>[Signature]</i>	STUART BLACKLACE	2/21/11
President			

Do not write in shaded area. Entered in: Banner _____ C&A Database 3/1/11 Log File 1/24/11 Board Approval 3/1/11

Please submit completed form to the Office of Curriculum and Assessment and email an electronic copy to 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

Choose one or more areas in the field of business as you prepare for your future.

Business (AABAS)

Associate in Arts Degree

Program Effective Term: Fall 2011

This program prepares students for transfer to a bachelor's of business administration degree program at a four-year college or university, where they will further improve their communication and interpersonal skills while developing a specialty in accounting, economics, finance, management, or some other aspect of business. The program was specifically designed to transfer to Eastern Michigan University. Check with an advisor for information on transferring to other colleges. See the footnotes for transferring to the University of Michigan.

Articulation:

- Cleary University, BS or BBA degree;
- Davenport University, Bachelor degree;
- Eastern Michigan University, BBA degree*;
- Ferris State University, BS degree;
- Madonna University, BS degree;
- Northwood University, BBA degree;
- Walsh College, BA or BBA degree.

*A minimum cumulative GPA of 2.5 is required for admission to EMU's College of Business. All courses must be completed with a minimum grade of "C" (2.0) to transfer. Contact the College of Business Undergraduate Advising Office at EMU early to have transfer credits reviewed and unofficially evaluated. (734-487-2344 or email cob_undergraduate@emich.edu)

This program meets MACRAO. Students must have their transcripts certified for MACRAO completion by the WCC Student Records Office.

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

Program Admission Requirements:

Students must have:

- Academic Math Level of 2 to enroll in MTH 125
- Academic Math Level of 4 to enroll in MTH 176
- Academic Math Level of 5 to enroll in MTH 181. Two years of high school algebra (Algebra I and Algebra II) are recommended.

General Education Requirements		(33 credits)
ENG 111	Composition I	4
ENG 226	Composition II	3
COM 101	Fundamentals of Speaking	3
MTH 125 or	Everyday College Math	
MTH 176 or	College Algebra	

Program Information Report

MTH 181 or	Mathematical Analysis I	
Math	Any level 5 or higher math class	4-5
Nat. Sci.	Elective(s)*	4-5
Soc. Sci.	Elective(s)**	6
Arts/Human.	Elective(s)***	6
Computer Lit.	Elective(s)	3

Major/Area Requirements		(24 credits)
ACC 111	Principles of Accounting I	3
ACC 122	Principles of Accounting II	3
BMG 111	Business Law I	3
BMG 140	Introduction to Business	3
BMG 207	Business Communication	3
BMG 265	Business Statistics	3
ECO 211	Principles of Economics I	3
ECO 222	Principles of Economics II	3

Required Support Courses		(3 credits)
Elective	Complete one course as a free elective to bring the program total to a minimum of 60 credits.****	3

Minimum Credits Required for the Program: 60

Notes:

- *Students transferring to a four-year institution should choose a lab-based, MACRAO-approved science course.
- **See the MACRAO list to make course selections from any discipline except ECO.
- ***See the EMU Diverse World Requirement list. A course in logic or ethics (PHL 205 or PHL 250) is strongly recommended.
- ****See an advisor to choose courses that transfer to and meet the requirements of the program and college to which you are transferring.

University of Michigan School of Business does not accept business or accounting courses from community colleges. If you wish to transfer to a business major at UM, please see a counselor.

Business (AABAS)

Associate in Arts Degree

Description:

This program prepares students for transfer to a bachelor's of business administration degree program at a four-year college or university, where they will further improve their communication and interpersonal skills while developing a specialty in accounting, economics, finance, management, or some other aspect of business. The program was specifically designed to transfer to Eastern Michigan University. Check with an advisor for information on transferring to other colleges. See the footnotes for transferring to the University of Michigan.

Contact Information:

Division: Business and Computer Technologies
School: Transfer and University Parallel Programs
Department: Business
Advisors: Joe Flack

Articulation:

Cleary University, BS or BBA degree;
Davenport University, Bachelor degree;
Eastern Michigan University, BBA degree*;
Ferris State University, BS degree;
Madonna University, BS degree;
Northwood University, BBA degree;
Walsh College, BA or BBA degree.

*A minimum cumulative GPA of 2.5 is required for admission to EMU's College of Business. All courses must be completed with a minimum grade of "C" (2.0) to transfer. Contact the College of Business Undergraduate Advising Office at EMU early to have transfer credits reviewed and unofficially evaluated. (734-487-2344 or email amelia.chan@emich.edu)

This program meets MACRAO. Students must have their transcripts certified for MACRAO completion by the WCC Student Records Office.

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

<http://www.wccnet.edu/departments/curriculum/articulation.php?levelone=colleges>

Admission Requirements:

- Students must have an Academic Math Level of 4 to enroll in or MTH 181. Two years of high school algebra (Algebra I and Algebra II) are recommended.
- Students should have a working knowledge of applications software or enroll in CIS 100 prior to taking CIS 110.

General Education Requirements

(33 - 34 Credits)

<u>CIS 110</u>	Introduction to Computer Information Systems	3
Computer Lit.	Elective(s)	3
<u>ENG 111</u>	Composition I	4
<u>ENG 226</u>	Composition II	3

<u>COM 101</u>	Fundamentals of Speaking	3
MTH 160 or	Basic Statistics	
<u>MTH 125</u> or	Everyday College Math	
<u>MTH 176</u> or	College Algebra	
<u>MTH 181</u> or	Mathematical Analysis I	
<u>Math</u>	Any Level 5 or higher math class	4
<u>Nat. Sci.</u>	Elective(s)*	4 - 5
<u>Soc. Sci.</u>	Elective(s)**	6
<u>Arts/Hum.</u>	Elective(s)***	6

Major/Area Requirements (24 Credits)

<u>ACC 111</u>	Principles of Accounting I	3
<u>ACC 122</u>	Principles of Accounting II	3
<u>BMG 140</u>	Introduction to Business	3
<u>BMG 207</u>	Business Communication	3
<u>BMG 265</u>	Business Statistics	3
<u>ECO 211</u>	Principles of Economics I	3
<u>ECO 222</u>	Principles of Economics II	3
BMG 106 or	Legal Basics in Business (course no longer offered)	
<u>BMG 111</u>	Business Law I	3

Required Support Courses (3 Credits)

Elective:	Complete one course as a free elective to bring the program total to a minimum of 60 credits.****	3
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Minimum Credits Required for the Program: 60 - 61 Credits

Footnotes:

*Students transferring to a four-year institution should choose a lab-based, MACRAO-approved science course.

**See the MACRAO list to make course selections from any discipline except ECO.

***See the EMU Diverse World Requirement list. A course in logic or ethics (PHL 205 or PHL 250) is strongly recommended.

****See an advisor to choose courses that transfer to and meet the requirements of the program and college to which you are transferring.

University of Michigan School of Business does not accept business or accounting courses from community colleges. If you wish to transfer to a business major at UM, please see a counselor.

PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code: AABAS Program Name: Business

Effective Term: Fall 2010

Division Code: BCT Department: BUSD

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>MTH 197; PLS 112; PSY 100;</u> | <input type="checkbox"/> Continuing eligibility requirements |
| <input checked="" type="checkbox"/> Add course(s): <u>or MTH 160 or MTH 176: 2 social science electives</u> | <input checked="" type="checkbox"/> Program outcomes (See Attached PAP) |
| <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 Associate in Arts Degree in Business was developed to align directly with EMU's BBA programs. EMU's changes to their general education requirements have resulted in changes to the BBA program. General Education no longer requires PLS 112. The restriction of the math course has been broadened. The recommendation to take PSY 100 was removed and will be replaced with a MACRAO social science elective.

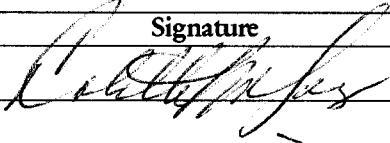
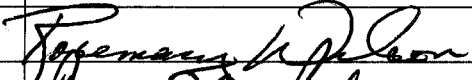
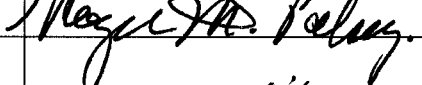
The changes to our program will regain program alignment.

Financial/ staffing/ equipment/ space implications:

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

Will notify Social Science Department that we are removing requirement for PLS 112 and Math Department that we are opening up the math options.

Signatures:

Reviewer	Print Name	Signature	Date
Initiator	Colette Young		9/24/09
Department Chair	Colette Young		
Division Dean/ Administrator	Rosemary Wilson		10/5/09
Vice President for Instruction	Roger M. Palay		11/9/09
President			

Do not write in shaded area. Entered in: Banner _____ C&A Database _____ Log File 10/12/09 Board Approval _____

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

Business (AABAS)

This program prepares students for transfer to a bachelor's of business administration degree program at a four-year college or university, where they will further improve their communication and interpersonal skills while developing a specialty in accounting, economics, finance, management, or some other aspect of business. The program was specifically designed to transfer to Eastern Michigan University. Check with an advisor for information on transferring to other colleges. See the footnotes for transferring to the University of Michigan.

General Education Requirements (30 credits 26 credits)

Course	Title	Credits	Replace with	Credits
ENG 111	Composition I	4		
ENG 226	Composition II	3		
COM 101	Fundamentals of Speaking	3	note: COM meets 3 hours of Arts/Humanities	
MTH 181 or 197	Mathematical Analysis I or Linear Algebra	4	MTH 181 or MTH160 Basic Statistics or MTH 176 College Algebra	4
Nat. Sci.	Elective(s)**	4-5		
PLS 112	Introduction to American Government	3	Social Science Electives (not ECO)	3
PSY 100	Introductory Psychology	3	None	0
Arts/Human.	Elective(s)***	6		

Major/Area Requirements (24 credits)

ACC 111	Principles of Accounting I	3	
ACC 122	Principles of Accounting II	3	
BMG 140	Introduction to Business	3	
BMG 207	Business Communication	3	
BMG 265	Business Statistics	3	
ECO 211	Principles of Economics I	3	ECO 211 and 222 are used to meet 6 hours of Social Science Electives
ECO 222	Principles of Economics II	3	
BMG 106 or BMG 111	Legal Basics in Business Business Law I	3	

Required Support Courses (6 credits)

CIS 110	Introduction to Computer Information Systems	3
Elective	Complete one course as a free elective to bring the program total to a minimum of 60 credits.****	3

Minimum Credits Required for the Program: 60

Notes:

*MTH 181 is required for EMU's BBA degree.

**Students transferring to a 4-yr institution should choose a lab-based, MACRAO-approved science course.

***See the EMU Diverse World Requirement list. A course in logic or ethics (PHL 205 or PHL 250) is strongly recommended.

****See an advisor to choose courses that transfer to and meet the requirements of the program and college to which you are transferring. University of Michigan School of Business does not accept business or accounting courses from community colleges. If you wish to transfer to a business major at UM, please see a counselor.

Students must meet the Computer and Information Literacy Graduation Requirement.

University Transfer Programs

Business (AABAS)

Associate in Arts Degree

Program Effective Term: Fall 2004

This program prepares you for transfer to a Bachelor's of Business Administration degree program at a four-year college or university, where you will further improve your communication and interpersonal skills while developing a specialty in accounting, economics, finance, management, or some other aspect of business. The program was specifically designed to transfer to Eastern Michigan University. Check with an advisor for information on transferring to other colleges. See the footnotes for transferring to the University of Michigan.

Articulation:

- This program has an articulation agreement with Eastern Michigan University, College of Business, for the Bachelor of Business Administration Degree. Copies of the articulation agreement are available in the Counseling Office.
- Meets MACRAO plus EMU's four additional requirements. Students must have their transcripts certified for MACRAO completion by the WCC Student Records Office.
- A minimum cumulative GPA of 2.5 is required for admission to EMU's College of Business. All courses must be completed with a minimum grade of "C" (2.0) to transfer. Contact the College of Business Undergraduate Advising Office at EMU early to have transfer credits reviewed and unofficially evaluated. (734-487-2344 or email amelia.chan@emich.edu)

Program Admission Requirements:

- Students must have a minimum COMPASS Algebra score of 66 or complete MTH 169 with a "C" or better to enroll in MTH 181. Two years of high school algebra (Algebra I and Algebra II) are recommended.
- Students should have a working knowledge of applications software or enroll in CIS 100 prior to taking CIS 110.

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 (29 credits)

Writing	Elective(s)	6-7
COM 101	Fundamentals of Speaking	3
MTH 181 or	Mathematical Analysis I	
MTH 197	Linear Algebra	4
Nat. Sci.*	Elective(s)	4-5
PLS 112	Introduction to American Government	3
PSY 100	Introductory Psychology	3
Arts/Human.**	Elective(s)	6

Major/Area Requirements (24 credits)

ACC 111	Principles of Accounting I	3
ACC 122	Principles of Accounting II	3
BMG 140	Introduction to Business	3
BMG 207	Business Communication	3
BMG 265	Business Statistics	3
ECO 211	Principles of Economics I	3
ECO 222	Principles of Economics II	3
BMG 106 or	Legal Basics in Business	
BMG 111	Business Law I	3

Required Support Courses (7 credits)

CIS 110	Introduction to Computer Information Systems	3
***	Complete one or two courses as free electives to bring the program total to a minimum of 60 credits.	4-6

Minimum Credits Required for the Program:

60

Notes:

**Students transferring to a 4-yr institution should choose a lab-based course.*

***Students transferring to EMU should choose a multi-cultural course (ENG 181 or ENG 214) to meet the MACRAO plus four requirements. In addition, a course in logic or ethics (PHL 205 or PHL 250) is strongly recommended.*

****See an advisor to choose courses that transfer to and meet the requirements of the program and college to which you are transferring.*

Note:

University of Michigan School of Business does not accept Business or Accounting courses from community colleges. If you wish to transfer to a business major at UM, please see a counselor.

Washtenaw Community College Program Change Request Form

Program Code: **ASBAS** Program Title: **Business Transfer**

Effective Year: **Fall 2001**

1. Course Related Program Changes:

Course	Course Title	Elective Group (if applicable)	Credit	Sem	Change(s)
					Remove <input type="checkbox"/> Add <input type="checkbox"/> Change Title <input type="checkbox"/> <input type="checkbox"/> Change Credit (was: _____) <input type="checkbox"/> Shift in Sequence (was: _____)
					Remove <input type="checkbox"/> Add <input type="checkbox"/> Change Title <input type="checkbox"/> <input type="checkbox"/> Change Credit (was: _____) <input type="checkbox"/> Shift in Sequence (was: _____)
		2AW			Remove <input type="checkbox"/> Add <input type="checkbox"/> Change Title <input type="checkbox"/> <input type="checkbox"/> Change Credit (was: _____) <input type="checkbox"/> Shift in Sequence (was: _____)
					Remove <input type="checkbox"/> Add <input type="checkbox"/> Change Title <input type="checkbox"/> <input type="checkbox"/> Change Credit (was: _____) <input type="checkbox"/> Shift in Sequence (was: _____)
					Remove <input type="checkbox"/> Add <input type="checkbox"/> Change Title <input type="checkbox"/> <input type="checkbox"/> Change Credit (was: _____) <input type="checkbox"/> Shift in Sequence (was: _____)
					Remove <input type="checkbox"/> Add <input type="checkbox"/> Change Title <input type="checkbox"/> <input type="checkbox"/> Change Credit (was: _____) <input type="checkbox"/> Shift in Sequence (was: _____)
					Remove <input type="checkbox"/> Add <input type="checkbox"/> Change Title <input type="checkbox"/> <input type="checkbox"/> Change Credit (was: _____) <input type="checkbox"/> Shift in Sequence (was: _____)
					Remove <input type="checkbox"/> Add <input type="checkbox"/> Change Title <input type="checkbox"/> <input type="checkbox"/> Change Credit (was: _____) <input type="checkbox"/> Shift in Sequence (was: _____)

2. Total Credit Hours for Program: Before Proposed Changes: _____ After Proposed Changes: _____

Non-Course Related Program Changes: (description, advisors, admission criteria, title, etc.)

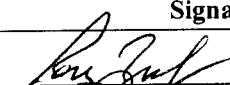
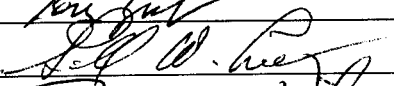
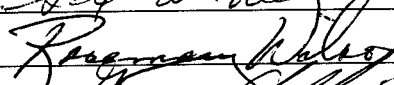

Add to Description:
 Recommendation: BMG 140, Introduction to Business should be the first business course taken.

4. Rationale for Proposed Changes: Improve direction for student success.

5. Financial/Staffing/Equipment/Space Implications:

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

7. Signatures:

Reviewer	Print Name	Signature	Date
Program Change Initiator:	Ron Zeeb		4-2-01
Department Chair:	Granville Lee		4/2/01
Division Dean:	Rosemary Wilson		4/4/01
VP, Instruction/Student Services:	Guy Altieri		4/23

If significant changes are proposed, please attach a copy of the most recent program listing from the College Bulletin with changes marked on it.
 If courses are being changed as part of this proposal, course changes must be approved using the Course/Syllabus Approval Form.

**Business (AABUS)
Associate in Arts Degree**

Program Effective Term: Fall 2001

This program prepares you for transfer to a Bachelor's of Business Administration degree program at a four-year college or university, where you will further improve your communication and interpersonal skills while developing a specialty in accounting, economics, finance, management, or some other aspect of business. The program was specifically designed to transfer to Eastern Michigan University. Check with an advisor for information on transferring to other colleges. See the footnotes for transferring to the University of Michigan.

**Business Division
Business Department**

Advisors: Ron Zeeb

Articulation:

•Articulates with Eastern Michigan University's, College of Business, Bachelor's of Business Administration Degree

•Meets MACRAO plus four requirements at EMU

•A minimum cumulative GPA of 2.5 is required for admission to EMU's College of Business. All courses must be completed with a minimum grade of "C" (2.0) to transfer. Contact the College of Business Undergraduate Advising Office at EMU early to have transfer credits reviewed and unofficially evaluated. (734-487-2344 or email amelia.chan@emich.edu)

Program Admission Requirements:

•Two years of high school algebra or MTH 169 with a grade of "C" or better or a minimum COMPASS Algebra score of 66

General Education Requirements (29 Credits)

COM 101	Fundamentals of Speaking	3
PLS 112	Introduction to American Government	3
PSY 100	Introductory Psychology	3
Choose:	MTH 181 Mathematical Analysis I or MTH 197 Linear Algebra	4
Elective	Complete two courses from General Education AA Area 1: Writing	6-7
Elective *	Complete one course from General Education AA Area 4: Natural Sciences	4-5
Elective ^{1,2}	Complete two courses from General Education AA Area 6: Arts and Humanities. At least one course must be from Group I.	6

Major/Area Requirements (24 Credits)

ACC 111	Principles of Accounting I	3
ACC 122	Principles of Accounting II	3
BMG 140	Introduction to Business	3
BMG 207	Business Communication	3
BMG 265	Business Statistics	3
ECO 211	Principles of Economics I	3
ECO 222	Principles of Economics II	3
Choose:	BMG 106 Legal Basics in Business or BMG 111 Business Law I	3

Washtenaw Community College EEO / Title IX / Section 504 Statement

Washtenaw Community College does not discriminate on the basis of race, sex, color, religion, national origin, age, disability, height, weight, marital status, or veteran status in provision of its educational programs and services or in employment opportunities and benefits. WCC is committed to compliance in all of its activities and services with the requirements of Title IX of the Educational Amendments of 1972, Public Act 453, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964 as amended, Public Act 220, and the Americans with Disabilities Act of 1990. Inquiries concerning programs and services under Title IX and Section 504, and the Americans with Disabilities Act should be directed to the Office of the Dean of Student Services; Room 225A, Student Center Building, 734- 973-3536. Inquiries regarding compliance in employment should be directed to the College Affirmative Action Officer in the Office of Human Resource Management, Room 120, Business Education Building, 934- 973-3497. Inquiries concerning access to facilities should be directed to the Director of Plant Operations, Plant Operations Building, 734- 677-5300.

Required Support Courses (7 Credits)

CIS 110	Introduction to Computer Information Systems	3
Elective ³	Complete one or two courses as free electives to bring the program total to a minimum of 60 credits.	4-6

Minimum Credits Required for the Program: 60

Footnotes:

^{*}Students transferring to EMU or another 4-yr institution should choose a lab-based course.

¹Students transferring to EMU should choose a multi-cultural course to meet the MACRAO plus four requirements.

²A course in logic or ethics (PHL 205 or PHL 250) is strongly recommended for EMU transfer students.

³ Students transferring to EMU should choose COM 102, ENG 225, or a second semester of a foreign language to meet MACRAO plus four requirements.

Note:

University of Michigan School of Business does not accept Business or Accounting courses from community colleges. If you wish to transfer to a business major at UM, please see a counselor.

Washtenaw Community College EEO / Title IX / Section 504 Statement

Washtenaw Community College does not discriminate on the basis of race, sex, color, religion, national origin, age, disability, height, weight, marital status, or veteran status in provision of its educational programs and services or in employment opportunities and benefits. WCC is committed to compliance in all of its activities and services with the requirements of Title IX of the Educational Amendments of 1972, Public Act 453, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964 as amended, Public Act 220, and the Americans with Disabilities Act of 1990. Inquiries concerning programs and services under Title IX and Section 504, and the Americans with Disabilities Act should be directed to the Office of the Dean of Student Services; Room 225A, Student Center Building, 734- 973-3536. Inquiries regarding compliance in employment should be directed to the College Affirmative Action Officer in the Office of Human Resource Management, Room 120, Business Education Building, 934- 973-3497. Inquiries concerning access to facilities should be directed to the Director of Plant Operations, Plant Operations Building, 734- 677-5300.

**Washtenaw Community College
Program Change Request Form**

Program Code: BAS

Program Title: Business Transfer

Effective Year: Fall 2000

1. Course Related Program Changes:

Course	Course Title	Elective Group (if applicable)	Credit	Sem	Change(s)
PHY 105	Concept Physics (Or)		4.00		Remove <input type="checkbox"/> Add <input checked="" type="checkbox"/> Change Title <input type="checkbox"/> <input type="checkbox"/> Change Credit (was: _____) <input type="checkbox"/> Shift in Sequence (was: _____)
CEM 105	Fundamentals Of Chemistry (Or)		4.00		Remove <input type="checkbox"/> Add <input checked="" type="checkbox"/> Change Title <input type="checkbox"/> <input type="checkbox"/> Change Credit (was: _____) <input type="checkbox"/> Shift in Sequence (was: _____)
GLG 100	Intro to Earth Science		4.00		Remove <input type="checkbox"/> Add <input checked="" type="checkbox"/> Change Title <input type="checkbox"/> <input type="checkbox"/> Change Credit (was: _____) <input type="checkbox"/> Shift in Sequence (was: _____)
COM 102	Interpersonal Communication		3.00		Remove <input checked="" type="checkbox"/> Add <input type="checkbox"/> Change Title <input type="checkbox"/> <input type="checkbox"/> Change Credit (was: _____) <input type="checkbox"/> Shift in Sequence (was: _____)
CIS 110	Business Computer Systems		3.00		Remove <input type="checkbox"/> Add <input type="checkbox"/> Change Title <input type="checkbox"/> <input checked="" type="checkbox"/> Change Credit (was: _____) <input type="checkbox"/> Shift in Sequence (was: _____)
BMG 106	Legal Basics In Business		3.00		Remove <input type="checkbox"/> Add <input checked="" type="checkbox"/> Change Title <input type="checkbox"/> <input type="checkbox"/> Change Credit (was: _____) <input type="checkbox"/> Shift in Sequence (was: _____)
MTH 197	Linear Algebra		4.00		Remove <input type="checkbox"/> Add <input checked="" type="checkbox"/> Change Title <input type="checkbox"/> <input type="checkbox"/> Change Credit (was: _____) <input type="checkbox"/> Shift in Sequence (was: _____)
ELECTIVES	Bus. Elective		6.00		Remove <input checked="" type="checkbox"/> Add <input type="checkbox"/> Change Title <input type="checkbox"/> <input type="checkbox"/> Change Credit (was: _____) <input type="checkbox"/> Shift in Sequence (was: _____)

2. Total Credit Hours for Program: Before Proposed Changes: 64 After Proposed Changes: 62

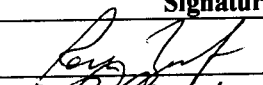

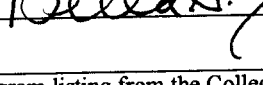
Non-Course Related Program Changes: (description, advisors, admission criteria, title, etc.)
 (Title:) Business Transfer

3. Rationale for Proposed Changes:
 To realign our course requirements with the requirements of transfer institutions.

5. Financial/Staffing/Equipment/Space Implications:
 None.

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

7. Signatures:

Reviewer	Print Name	Signature	Date
Program Change Initiator:	Ron Zeeb		4-19-00
Department Chair:	Granville Lee		4/19/00
Division Dean:	Bella G. Parker		4/23/00
VP, Instruction/Student Services:			

If significant changes are proposed, please attach a copy of the most recent program listing from the College Bulletin with changes marked on it.
 If courses are being changed as part of this proposal, course changes must be approved using the Course/Syllabus Approval Form.

Program: Business Transfer (BAS)
 Division: BUS Department: BUSD

General Education Requirements	Specific Course in Program	Credits
English (ENG)	ENG 111 ENG 122	4 3 (7)
Social Science (PSY, ECO, PLS, SOC, ANT, GEO, HST)	PLS 112 PSY 100	3 3 (6)
Humanities (ART, MUS, DAN, SPN, FRN, GRM, RUS, DRA, YOG)	Humanities Elective Choose one* from attached list.	3
Math (MTH)	MTH 181, 197	(8)
Science (BIO, SCI, CEM, PHY, GLG, AST)	Pick Two BIO 101 PHY 105 CEM 105 GLG 100	4 4 (8)
Speech (COM)	COM 101	3
Total Credit Hours		35

Total Credits in Program: 62

Program: Business (BAS)

Division: BUS Department: BUSD

	Occupational Course	Credits
✓	BMG 111 Or BMG 106	3
✓	BMG 140	3
✓	BMG 265	3
✓	BMG 207	3
	Total Credit Hours	12

	Program Related Course	Credits
✓	ACC 111	3
✓	ACC 122	3
✓	CIS 110	3
✓	ECO 211	3
✓	ECO 222	3
	Total Credit Hours	15

**Course Listings for the Six Areas of General Education
That Require Taking Credit Courses**

	Column I	Column II
	*<u>Basic/Minimum</u> <u>General Education</u>	<u>Expanded</u> <u>General Education</u>
	All degree programs require one course of 3 credits or more from each of the six areas in Column I.	Where degree programs require more than one course in the six areas, additional courses may be selected from either Column I or Column II)
WRITING	ENG 100, ENG 111 ENG 107 (primarily for the AAS degree)	ENG 122, ENG 225
SPEECH	COM 101, COM 102, COM 142, COM 130 BMG 207 (primarily for the AAS degree)	
MATHEMATICS	MTH 160 MTH 169 (programs that need a higher level than MTH 169 may choose from the expanded list) MTH 148 (for elementary or early childhood education program tracks) MTH 151 (primarily for the AAS degree) MTH 165 (primarily for the AAS degree)	MTH 177, MTH 178, MTH 179, MTH 181 MTH 182, MTH 186, MTH 191, MTH 192 MTH 197, MTH 286, MTH 293, MTH 295
ARTS AND HUMANITIES	ART 101, ART 130, ART 143, ART 150, DAN 180, DRA 152, ENG 160, ENG 170, ENG 181, ENG 200, ENG 211, ENG 212, ENG 213, ENG 222, ENG 223, ENG 224, FRN 111, FRN 122, GRM 111, GRM 122, HUM 101, HUM 102, HUM 145, MUS 140, MUS 180, PHL 101, PHL xxx (medical ethics), PHO 103, SPN 111, SPN 122,	ENG 140, ENG 183, ENG 214, ENG 240, ENG 241, ENG 260, ENG 261, ENG 270, ENG 271, FRN 213, FRN 224, GRM 213, GRM 224, PHL 205, PHL 250, SPN 213, SPN 224
NATURAL SCIENCES	AST 111, BIO 101, BIO 102, BIO 107, BIO 111, BIO 200, CEM 105, CEM 111, GLG 100, GLG 103, GLG 104, GLG 114, PHY 105, PHY 110, PHY 111, SCI 101	BIO 103, BIO 200, BIO 208, BIO 220, BIO 227, BIO 228, BIO 237, CEM 122, GLG 125, PHY 122, PHY 211, PHY 222 ELE 111
SOCIAL AND BEHAVIORAL SCIENCES	ANT 201, ANT 202, ECO 120, ECO 211 GEO 100, GEO 103, GEO 212, HST 121, HST 122, HST 123, HST 201, HST 202, PLS 112, PLS 150, PSY 100, PSY 200, PSY 206, SOC 100, SOC 205, SOC 230	CJT 100, ECO 222, GEO 212, HST 150, HST 200, HST 215, PLS 211, PSY 107, PSY 130, PSY 209, PSY 257, PSY 260, SOC 201, SOC 202, SOC 203, SOC 207, SOC 250

*The courses in Column I are standard introductory offerings that have no prerequisites. They were chosen for one or more of the following reasons: they meet the support needs of AAS programs, they have broad transfer acceptance by those colleges and universities where WCC students most frequently transfer, they can be more easily assessed for student academic achievement given their broad introductory nature and distinctiveness within the discipline.

C:\My Documents\Gen Ed\geneddistrib.doc

Program Approval Document

**Associate In Science
In**

BUSINESS

Prepared by

Cheryl Gracie
Business Department
Washtenaw Community College

April 13, 1999

**WASHTENAW COMMUNITY COLLEGE
PROGRAM AUTHORIZATION FORM**

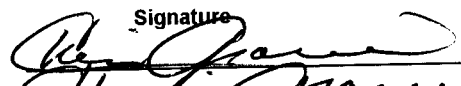

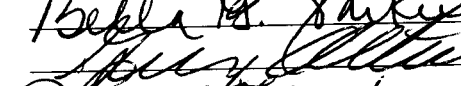
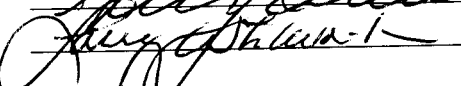

1. Program Title: Business Program Code: BAS
 2. Division: BUS 3. Department: BUS CIP Code: _____
 4. Type of Program: A.A. A.S. A.A.S. A.T.S.
 Advanced Certificate Mastery Certificate Achievement Certificate Certificate of Completion
 5. Will this program be Perkins funded? yes no 6. Effective Year: Fall 1999

7. Program Description (for Catalog, brochures, etc.):
 This program is designed for students who plan to transfer to a four-year college or university to complete a bachelor of business administration (BBA) degree program. Four-year business administration graduates prepare for a wide variety of jobs and professions in business, government agencies, and public administration. Their studies emphasize a combination of communication and interpersonal skills as well as developing a specialty in business, such as accounting, economics, finance, management, or computer information systems. Business administration graduates become economists, managers, marketing professionals, business consultants, accountants, computer systems managers among other possible professions.

8. Advisors: Ron Zeeb

9. Admissions Criteria:	10. Criteria for Continuing Program Eligibility:
Two years of high school algebra or MTH 169 or placement test or equivalent	

11. Attach a Program Approval Document [PAD], which includes the following:
- A. Program Description
 - B. Program Goals
 - C. Needs Assessment
 - D. Enrollment Projections
 - E. Program Cost Analysis
 - F. Course Descriptions
 - G. Analysis of Affected Instructional Units
 - H. Articulations
 - I. Licensure/Accreditation

Approval Recommended:	Print Name	Signature	Date
Program Initiator:	<u>Cheryl Gracie</u>		_____
Department Chair/Director:	<u>Cheryl Gracie</u>		_____
Dean:	<u>Bella Parker</u>		<u>5/4/99</u>
VP, Instruction/Student Services:	<u>Guy Altieri</u>		<u>5/12/99</u>
President:	<u>Larry Whitworth</u>		<u>5/13/99</u>
Date of Board Approval:	<u>May 11, 1999</u>		

Available on disk

COURSE REQUIREMENTS FOR PROGRAM

Course	Title	Credit	Pre-requisites/Co-requisites
✓ ACC 111	Principles of Accounting	3	MTH 163, MTH 181 or higher
✓ ACC 122	Principles of Accounting	3	ACC 111
✓ BIO 101	Concepts of Biology	4	BIO 101
✓ BMG 111	Business Law I	3	None
✓ BMG 140	Introduction to Business	3	None
✓ BMG 207	Business Communication	3	None
✓ CIS 110	Business Computer Systems	4	None
✓ COM 101	Fundamentals of Speaking	3	None
✓ COM 102	Interpersonal Communication	3	None
✓ ECO 211	Principles of Economics I	3	None
✓ ECO 222	Principles of Economics II	3	ECO 211 or consent
✓ ENG 111	Composition I	4	ENG 000
X ✓ ENG 122	Composition II	3	ENG 111
X { Foreign Language/ Humanities	Select a course from art, humanities, communication, literature, music, philosophy, speech, or drama.	3	N/A
X { BMG I New course	Business Statistics	3	MTH 181, CIS 110
X { Select MTH 181	Mathematical Analysis I, or	4	MTH 169 or placement test or equivalent
X { MTH 191	Calculus I or	4	MTH 178 and 179
X { MTH 197	Linear Algebra	4	MTH 191. MTH 192 also recommended
✓ PLS 112	Introduction to American Government	3	None
✓ PSY 100	Introduction to Psychology	3	None
X ✓ Business	Choose transferable courses in business management, computer science and computer information systems	6	N/A
	Minimum Credits Required:	60	

48
4.4 = 16
64

A. PROGRAM DESCRIPTION

This program is designed for students who plan to transfer to a four-year college or university to complete a bachelor of business administration (BBA) degree program. Four-year business administration graduates prepare for a wide variety of jobs and professions in business, government agencies, and public administration. Their studies emphasize a combination of communication and interpersonal skills as well as developing a specialty in business, such as accounting, economics, finance, management, or computer information systems. Business administration graduates become economists, managers, marketing professionals, business consultants, accountants, computer systems managers among other possible professions.

B. PROGRAM GOAL

- To prepare students to successfully transfer to a four year college or university in business administration.

C. NEEDS ASSESSMENT

Employment Outlook:

According to U.S. Bureau of Labor statistics and the Michigan Office of Labor Market Information, employment in the business positions of general managers and top executives, financial managers, and marketing, advertising and public relations managers, is expected to grow as fast as or faster than average for all occupations through 2005, both nationally and in Michigan, with a combined total of 5,930 openings projected annually in Michigan.

In the Ann Arbor (Washtenaw and Livingston Counties) area, growth is expected to occur faster than average for all occupations through 2005, with the following openings projected annually:

General managers/top executives: 262 openings (142 due to growth and 120 to replacement of workers who retire or leave the workforce)

Financial managers: 80 openings (49 due to growth and 31 due to replacement of workers)

Marketing, advertising, and public relations managers: 47 openings (28 due to growth, and 19 due to replacement of workers)

Estimated Earnings:

The U.S. Bureau of Labor statistics and the Michigan Office of Labor Market Information indicates that employees in the business fields can expect to earn the following:

United States:

General managers/top executives - \$32,100-\$87,400 (average of \$50,200)

Financial managers - \$34,400-\$77,500 (average of \$48,500)

Marketing, advertising, and public relations managers: - \$33,700-\$76,900 (average of \$48,500)

Michigan:

General managers/top executives - \$31,700-\$88,200 (average of \$50,800)

Financial managers - \$34,000-\$81,700 (average of \$51,700)

Marketing, advertising, and public relations managers - \$34,200-\$81,300 (average of \$ 53,800)

Ann Arbor area

General managers/top executives - \$36,200-\$97,000 (average of \$58,700)

Financial managers - \$32,500-74,000 (average of \$50,300)

Marketing, advertising, and public relations managers - \$27,900-\$47,200 (average of \$37,200)

D. ENROLLMENT PROJECTIONS

We expect to enroll between 20-30 students the first semester and expect increased enrollments once this program becomes established.

E. PROGRAM COST ANALYSIS

There is no additional cost for this program.

F. COURSE DESCRIPTIONS

ACC 111 Principles of Accounting

This is an introductory course in accounting principles and theory with emphasis on the accounting cycle, receivables and payables, depreciation, inventories, payroll, deferrals and accruals, systems and controls. It is required of all Accounting majors and Business Administration transfer students.

ACC 122 Principles of Accounting

A continuation of Principles of Accounting 111 covering partnerships, corporations, statement of cash flows, financial analysis and an introduction to managerial accounting. It is required of all Accounting majors and Business Administration transfer students.

BIO 101 Concepts of Biology

Basic principles and concepts of biology are surveyed in lecture and laboratory with emphasis on biological processes as well as practical applications. If followed by BIO 103, this course provides a comprehensive year sequence for biology majors. Taken alone, it serves as a good introduction to biology for non-science students.

BMG 111 Business Law I

This course involves text and case study of the general laws applicable to business, covering the nature of law courts and court procedures, contracts, real and personal property, wills and trusts and negotiable instruments.

BMG 140 Introduction to Business

This course covers functions, objectives, problems, organization, and management of modern business. Also covered are the free-enterprise system of business-economic activity and the impact of the consumer and governmental forces upon the system. Develops insight into the vital role of the administrative function in our economy as a whole and in the operation of a single business unit. A practical orientation is offered in the career opportunities available in business and industry. This course is also taught as a television course using the program series "It's Strictly Business."

BMG 207 Business Communication

Oral, written, and non-verbal skills are developed for effective internal and external communications in business. Emphasis is placed on organization, style, clarity, accuracy, and conciseness as students prepare reports, routine correspondence, resumes, and formal business presentations.

(New Course) Business Statistics

Concepts of statistics and applications to business decisions. Elements of probability, random samples, descriptive statistics, sampling distributions, point and interval estimation, hypothesis testing, chi-square analysis, and regression and correlation analysis.

CIS 110 Business Computer Systems

This course provides an overview of Business Information Systems. Students learn about computer terminology, hardware and software, ethics and protocols database management systems, types of information systems, societal impact, information systems and program development. Students use business application software, including word processing, electronic spreadsheets, database, and presentation graphics to implement information systems. It is recommended that students who do not know how to type take BOS 101A.

COM 101 Fundamentals of Speaking

Instruction is provided in essential speaking and listening skills. Through the use of practical experience, students receive help in organization and delivery. The course attempts to relieve the stress the average

person encounters when speaking in public. Students gain a heightened awareness of the relationship between speaker and audience.

COM 102 Interpersonal Communication

This course offers basic elements of interpersonal communication in both theory and practice. Such concepts as self-esteem, perception, emotions, listening, and non-verbal communication are stressed. Particular attention is paid to building positive relationships and resolving conflict within groups, dyads, family, and on the job.

ECO 211 Principles of Economics I

This is the first half of basic principles of economics. Emphasis is on macroeconomic concepts of national income, fiscal and monetary policy and problems of unemployment, inflation and economic growth. This course is required of all Business Administration transfer students. This course is also taught as a telecourse using the program series "Economics U\$A."

ECO 222 Principles of Economics II

This is the second half of Principles of Economics 211. Emphasis is on microeconomic concepts of demand, supply and problems relating to prices and resource allocation. This course is also taught as a telecourse using the program series "Economics U\$A."

ENG 111 Composition I

This course focuses on developing skills in critical reading, logical thinking, and written composition (from paragraphs to expository essays and documented papers). Reading materials serve as a basis for papers and classroom discussions. Students write both in-class and outside themes frequently. Methods of organization and development are emphasized. During the first week of class, students must demonstrate a writing proficiency at the college level.

ENG 122 Composition II

This course is a continuation of ENG 111 and further develops critical reading and logical thinking skills. Students will write argumentative essays using a variety of formats. The research paper is emphasized.

Select one of the following math courses:

MTH 181 Mathematical Analysis I

This course teaches the methods and applications of finite mathematics applied to social science and business. Topics covered include solution to linear equations and inequalities, mathematics of finance, matrices, linear programming, sets, probability and statistics. This course transfers to many four-year institutions. A graphing calculator is required for this course. Consult the time schedule for current brand and model.

MTH 191 Calculus I

This is first-semester college calculus of one variable. Topics include limits, continuity, derivatives, applications of derivatives, elementary integration, and applications of integration. This course transfers to four-year institutions. A graphing calculator is required for this course. Consult the time schedule for current brand and model.

MTH 197 Linear Algebra

This is an introductory college course in linear algebra. Topics include linear systems of equations, properties of vectors and matrices, determinants, vector spaces, linear transformations, eigenvalues, and applications. This course transfers to four-year institutions. A graphing calculator is required for this course. Consult the time schedule for current brand and model.

PLS 112 Introduction to American Government

This class studies the forms and functions of American government with emphasis on national government. The decision-making process in Congress, the Presidency and the federal court system are

studied. The course also examines the relationship of political parties and public opinion to the electoral process. This course is also taught as a television course using the program series "Government by Consent".

PSY 100 Introduction to Psychology

This class provides an introduction to the scientific study and interpretation of human behavior surveying such topics as psychological development, learning, thinking, motivation, emotion, perception, intelligence, aptitudes and personality. Basic principles and their practical application are discussed. This course also is taught as a television course using the program series "Understanding Human Behavior."

G. ANALYSIS OF AFFECTED INSTRUCTIONAL UNITS

All of the affected instructional units are in support of this program.

H. ARTICULATIONS

This program is considered a university parallel program and all the courses transfer to the four-year institutions. Students still need to consult with a transfer counselor or academic advisor to select electives courses for their program that are equivalent to the courses required by the college and major to which they will transfer. Transfer guides with specific course requirements and WCC equivalencies are available for most Michigan colleges and universities in the Transfer and Placement Center

I. LICENSURE/ACCREDITATION (IF APPLICABLE)

Not Applicable

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 ¹	7-8 credits	7-8 credits	3-4 credits
Social & Behavioral Science ²	6 credits	6 credits	3 credits
Arts and Humanities ³	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

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

² From two disciplines

³ From two disciplines

Program Information Report

Business (AABAS)

Associate in Arts 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 transfer to a bachelor's of business administration degree program at a four-year college or university, where they will further improve their communication and interpersonal skills while developing a specialty in an area of business. Check with an advisor for information on transferring to specific colleges.

Articulation:

- Cleary University, BS or BBA degree;
- Davenport University, Bachelor degree;
- Eastern Michigan University, BBA degree*;
- Ferris State University, BS degree;
- Kaplan University, BS degree;
- Madonna University, BS degree;
- Northwood University, BBA degree;
- University of Michigan-Flint, BA degree;
- Walsh College, BA or BBA degree
- Wayne State University, BS degree.

This program can meet the Michigan Transfer Agreement (MTA). Students must have their transcripts certified for MTA completion by the WCC Student Records Office.

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/>.

Program Admission Requirements:

Students must have:

- Academic Math Level of 3 to enroll in MTH 125 and MTH 160
- Academic Math Level of 4 to enroll in MTH 176 or MTH 181

First Semester		(14 credits)
BMG 140	Introduction to Business	3
ENG 111	Composition I	4
MTH 125 or	Everyday College Math	
MTH 160 or	Basic Statistics	
MTH 176 or	College Algebra	
MTH 181	Mathematical Analysis I	4
	Nat. Sci. Elective(s)	3
Second Semester		(15 credits)
ACC 111	Principles of Accounting I	3
BMG 207	Business Communication	3
CIS 110	Introduction to Computer Information Systems	3
	Speech/Comp. Elective(s)	3
	Arts/Human. Elective(s) 1	3
Third Semester		(15 credits)
ACC 122	Principles of Accounting II	3
BMG 111	Business Law I	3
BMG 265	Business Statistics	3
ECO 211	Principles of Economics I	3
	Soc. Sci. Elective(s) 2*	3
Fourth Semester		(16 credits)
ECO 222	Principles of Economics II	3
	Arts/Human. Elective(s) 2	3
	Nat. Sci. Lab Elective(s)	3
	It is recommended students complete BMG 181, BMG 230 or BMG 250 to bring the program total to a minimum 60 credits. Check the requirements of the program and college to which you are transferring.**	3
	Elective(s) to reach a minimum of 60 credits	4

Program Information Report

Minimum Credits Required for the Program:

60

Notes:

**See the WCC Social and Behavioral Science General Education list to make course selections from any discipline except ECO.*

***See an advisor to choose courses that transfer to and meet the requirements of the program and college to which you are transferring.*

Done 1/2/18
NW

**WASHTENAW COMMUNITY COLLEGE
GENERAL EDUCATION REVISION PROGRAM CHANGE FORM
FOR AA AND AS PROGRAMS 2018-2019**

LEARN.BY.DISCOVERING.PATH

Program Code: AA BAS	Program Name: A. BUSINESS
Division Code: BUT	Department: Bus

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

Directions:

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

Current General Education Requirements AA and AS		Revised General Education Requirements 2018-2019 AA and AS	
Writing	6 - 7 credits	English Composition	3 - 4 credits
Speech	3 credits	2 nd 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 from 2 disciplines including one lab course	7 - 9 credits
Social & Behavioral Sciences	6 credits	Social & Behavioral Sciences from 2 disciplines	6 credits
Arts & Humanities	6 credits	Arts & Humanities from 2 disciplines	6 credits
Critical Thinking	0 credits	Elective Credits to reach a minimum of 30 credit hours	0 - 3 credits
Computer & Information Literacy	3 credits	Total	30 credits
Total	30 - 33 credits		

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

REQUESTED CHANGES	
General Education Area	
English Composition – 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: <i>NO change</i>
2nd Course in English Composition or one course in Communication WCC previously required both a second composition/writing course and a communication course. Your options are:	<ol style="list-style-type: none"> Allow students to select any course that meets composition/writing or communication (<i>recommended</i>). Require students to take a specific composition course (identify course below and on semester layout). 3. Require students to take a specific communication course (identify course below and on semester layout).

Requested Change:	
Requested Change:	<p>2nd Course in English Composition or one course in Communication Credit Hours Because of this change, an extra 3 – 4 credit hours may be available in the program. Please specify how you would like to use those credit hours. Your options are:</p> <ol style="list-style-type: none"> 1. Reduce the number of credit hours if the program total is over 60 (<i>recommended</i>). 2. Replace the course with elective credits as needed to reach a minimum of 60 credit hours. 3. Add a specific program-related course (<i>please add the course in the semester it should be taken on the semester layout</i>).
Requested Change:	
Optional Change:	<p>Mathematics – The requirement for one mathematics course remains the same. However, the courses that meet the MTA requirement have changed slightly. MTH 148, 149 and 167 do not meet the general education requirement for AA or AS degrees. Please identify an alternate course or list "Math elective".</p> <p><i>no change</i></p>
Requested Change:	
Optional Change:	<p>Natural Sciences from 2 disciplines including one lab course WCC previously required one natural science course. Your options are:</p> <ol style="list-style-type: none"> 1. No change needed – a second natural science course is already included in my program. 2. Add a second natural science course in the semester shown on the semester layout attached. Unless specific courses are required, include one course identified as a lab science course. <p><i>no change</i></p>
Optional Change:	<p>Social & Behavioral Sciences from 2 disciplines – The requirement for two social and behavioral science courses remains the same. No changes will be made unless specifically requested below.</p> <p><i>no change</i></p>
Optional Change:	<p>Arts & Humanities from 2 disciplines – The requirement for two arts and humanities courses 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.)</p> <p><i>no change</i></p>
Required Change:	<p>Computer and Information Literacy The requirement for computer and information literacy has been removed. Your options are:</p> <ol style="list-style-type: none"> 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. 2. Remove the computer and information literacy course if the program will still meet the minimum of 60 credit hours. 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.
Required Change:	
Required Change:	<p>Elective Credits to reach a minimum of 30 credit hours – A course titled "General Education Credit(s) to Reach a Minimum of 30 Credit Hours" will be created and then added as needed to the program.</p>

Reviewer	Print Name	Signature	Date
Initiator	Mark Johnston		12/6/17
Department Chair	Jullianne Davis		12/6/17
Division Dean/ Administrator	Eric Samulski		12-8-17
Vice President for Instruction			1/9/18

Program Information Report

Business AABAS

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

Choose one or more areas in the field of business as you prepare for your future.

Program Information Report

**Business (AABAS)
Associate in Arts Degree**

Program Effective Term: Fall 2015

High Demand Occupation High Skill Occupation High Wage Occupation

This program prepares students for transfer to a bachelor's of business administration degree program at a four-year college or university, where they will further improve their communication and interpersonal skills while developing a specialty in accounting, economics, finance, management, or some other aspect of business. The program was specifically designed to transfer to Eastern Michigan University. Check with an advisor for information on transferring to other colleges. See the footnotes for transferring to the University of Michigan.

Articulation:

- Cleary University, BS or BBA degree;
- Davenport University, Bachelor degree;
- Eastern Michigan University, BBA degree*;
- Ferris State University, BS degree;
- Kaplan University, BS degree;
- Madonna University, BS degree;
- Northwood University, BBA degree;
- University of Michigan-Flint, BA degree;
- Walsh College, BA or BBA degree.

*A minimum cumulative GPA of 2.5 is required for admission to EMU's College of Business. All courses must be completed with a minimum grade of "C" (2.0) to transfer. Contact the College of Business Undergraduate Advising Office at EMU early to have transfer credits reviewed and unofficially evaluated. (734-487-2344 or email cob_undergraduate@emich.edu)

This program meets MACRAO. Students must have their transcripts certified for MACRAO completion by the WCC Student Records Office.

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

Program Admission Requirements:

- Students must have:
- Academic Math Level of 3 to enroll in MTH 125 and MTH 160
- Academic Math Level of 4 to enroll in MTH 176 or MTH 181

First Semester		
ACC 111	Principles of Accounting I	3
BMG 140	Introduction to Business	3
CIS 110	Introduction to Computer Information Systems	3
ENG 111	Composition I	4
MTH 125 or	Everyday College Math	
MTH 160 or	Basic Statistics	
MTH 176 or	College Algebra	
MTH 181	Mathematical Analysis I	4
Second Semester		
ACC 122	Principles of Accounting II	3
BMG 207	Business Communication	3
ENG 226	Composition II	3
	Nat. Sci. Elective(s)*	4
Third Semester		
BMG 111	Business Law I	3
BMG 265	Business Statistics	3
COM 101	Fundamentals of Speaking	3
ECO 211	Principles of Economics I	3
	Soc. Sci. Elective(s)**	3
Fourth Semester		
ECO 222	Principles of Economics II	3
	Arts/Human. Elective(s)***	3

Program Information Report

Arts and Humanities Elective(s) ***	3
Nat. Sci. Elective(s)*****	3-4
Complete a BMG or CIS course as needed to bring the program total to a minimum of 60 credits.****	3

Minimum Credits Required for the Program:

60

Notes:

**Students transferring to a four-year institution should choose a lab-based, Michigan Transfer Agreement (MTA)-approved science course.*

***See the MTA list to make course selections from any discipline except ECO.*

****See the EMU Diverse World Requirement list. A course in logic or ethics (PHL 205 or PHL 250) is strongly recommended.*

*****See an advisor to choose courses that transfer to and meet the requirements of the program and college to which you are transferring.*

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University of Michigan School of Business does not accept business or accounting courses from community colleges. If you wish to transfer to a business major at UM, please see a counselor.

Program Information Report**Transfer and University Parallel Programs**

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Business (AABAS)

Computer Science: Programming in Java (ASCSPJ) See School of Information Technology

Criminal Justice (AACJ)

Education, Early Childhood (AAECE)

Education, Elementary (AAELEM)

Education, Secondary (AASECO)

Environmental Science (ASENVS)

1. Environmental Science (ENV1)

2. Environmental Science and Society (ENV2)

Exercise Science (ASESCI)

General Studies in Math and Natural Sciences (ASGSMS)

Honors in the Liberal Arts (AAHLA)

Human Services (AAHUST)

Information Systems: Programming in C++ (ASISPC) See School of Information Technology

Liberal Arts Transfer (AALAT)

Math and Science (ASMSAS)

1. Pre-Medicine Concentration (BMED or CMED)

2. Mathematics Concentration (MATH)

3. Physics/Pre-Engineering Concentration (PHYS)

4. Pre-Actuarial Science Concentration (PPAS)

5. Pre-Pharmacy Concentration (PPHA)

Before beginning any transfer program, a student should consult with an academic advisor or counselor to obtain a program articulation agreement, or a transfer guide. Early in the program, the student should contact an undergraduate advisor at the transfer college for specific admission and curriculum requirements and, if available, an unofficial transfer-credit evaluation.

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Program Information Report

Business (AABAS)

Associate in Arts Degree

Program Effective Term: Fall 2015

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Program Admission Requirements:

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- Academic Math Level of 4 to enroll in MTH 176 or MTH 181

First Semester (15 credits)

ACC 111	Principles of Accounting I	3
BMG 140	Introduction to Business	3
CIS 110	Introduction to Computer Information Systems	3
ENG 111	Composition I	4
MTH 125 or	Everyday College Math	
MTH 160 or	Basic Statistics	
MTH 176 or	College Algebra	
MTH 181	Mathematical Analysis I	4

Second Semester (15 credits)

ACC 122	Principles of Accounting II	3
BMG 207	Business Communication	3
ENG 226	Composition II	3
	Nat. Sci. Elective(s)*	4

Third Semester (15 credits)

BMG 111	Business Law I	3
BMG 265	Business Statistics	3
COM 101	Fundamentals of Speaking	3
ECO 211	Principles of Economics I	3
	Soc. Sci. Elective(s)**	3

Fourth Semester (15 credits)

ECO 222	Principles of Economics II	3
	Arts/Human. Elective(s)***	3

Program Information Report

Arts and Humanities Elective(s) ***	3
Nat. Sci. Elective(s)*****	3-4
Complete a BMG or CIS course as needed to bring the program total to a minimum of 60 credits.****	3

Minimum Credits Required for the Program: 60

Notes:

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Associate in Arts Degree**

Program Effective Term: Fall 2015

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Program Admission Requirements:

- Students must have:
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BMG 140	Introduction to Business	3
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BMG 207	Business Communication	3
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BMG 265	Business Statistics	3
COM 101	Fundamentals of Speaking	3
ECO 211	Principles of Economics I	3
	Soc. Sci. Elective(s)**	3

ECO 222	Principles of Economics II	3
	Arts/Human. Elective(s)***	3

Program Information Report

Nat. Sci. Elective(s)***** 3-4
 Complete two BMG or CIS course as needed to bring the program total to a minimum of 60 credits. ***** 6

Minimum Credits Required for the Program: 60

Notes:

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Math and Science (ASMSAS)

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Associate in Arts Degree**

Program Effective Term: Fall 2015

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Program Admission Requirements:

Students must have:

- Academic Math Level of 3 to enroll in MTH 125 and MTH 160
- Academic Math Level of 4 to enroll in MTH 176 or MTH 181

First Semester

ACC 111	Principles of Accounting I	3
BMG 140	Introduction to Business	3
CIS 110	Introduction to Computer Information Systems	3
ENG 111	Composition I	4
MTH 125 or	Everyday College Math	
MTH 160 or	Basic Statistics	
MTH 176 or	College Algebra	
MTH 181	Mathematical Analysis I	4

Second Semester

ACC 122	Principles of Accounting II	3
BMG 207	Business Communication	3
ENG 226	Composition II	3
	Nat. Sci. Elective(s)*	4

Third Semester

BMG 111	Business Law I	3
BMG 265	Business Statistics	3
COM 101	Fundamentals of Speaking	3
ECO 211	Principles of Economics I	3
	Soc. Sci. Elective(s)**	3

Fourth Semester

ECO 222	Principles of Economics II	3
	Arts/Human. Elective(s)***	3

Program Information Report

Nat. Sci. Elective(s)***** 3-4
Complete two BMG or CIS course as needed to bring the program total to a minimum of 60 credits.**** 6

Minimum Credits Required for the Program: 60

Notes:

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PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code: AABAS Program Name: Business

Effective Term: Fall 2015

Division Code: BCT Department: Business

DEAN BCT DIVISION NOV 13/14

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): 2 nd Arts and Humanities elective (located in the 4 th semester) | <input type="checkbox"/> Continuing eligibility requirements |
| <input checked="" type="checkbox"/> Add course(s): 2 nd Natural Science course, 3-4 credits, to the 4 th semester | <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: make change to the footnote** _____ |
| <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:

Remove 2nd Arts/Humanities: The MTA recognizes Com 101 as Arts/Humanities. Consequently this will result in three, and the program only requires two.
 Add 2nd Natural Science course: The MTA requires two. Currently, we only have one.
 **footnote: Replace the word MACRAO with MTA

Financial/staffing/equipment/space implications:

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

Signatures:

Reviewer	Print Name	Signature	Date
Initiator	Colette M. Young	<i>[Signature]</i>	11/13/2014
Department Chair	Colette M. Young	<i>[Signature]</i>	11/13/2014
Division Dean/Administrator	Kim Hurns	<i>[Signature]</i>	11/17/14
Vice President for Instruction		<i>[Signature]</i>	12/9/14
President			

Do not write in shaded area. Entered in: Banner 26/15 C&A Database 26/15 Log File Susan Board Approval

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

logged 11/19/14 *[Signature]*
 Office of Curriculum & Assessment

ACADEMICS

Business (AABAS)

Associate in Arts Degree

2012 - 2013 2013 - 2014 2014 - 2015

Description

This program prepares students for transfer to a bachelor's of business administration degree program at a four-year college or university, where they will further improve their communication and interpersonal skills while developing a specialty in accounting, economics, finance, management, or some other aspect of business. The program was specifically designed to transfer to Eastern Michigan University. Check with an advisor for information on transferring to other colleges. See the footnotes for transferring to the University of Michigan.

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Admissions Requirements

Students must have:

- Academic Math Level of 3 to enroll in MTH 125 and MTH 160
- Academic Math Level of 4 to enroll in MTH 176 or MTH 181

Contact Information

Division: Business/Computer Technologies
Department: Business Department
Advisors: [Joseph Flack](#), [Colette Young](#)

Requirements

First Semester

Class	Title	Credits
ACC 111	Principles of Accounting I	3
BMG 140	Introduction to Business	3
CIS 110	Introduction to Computer Information Systems	3
ENG 111	Composition I	4
MTH 125	or Everyday College Math	
MTH 160	or Basic Statistics	
MTH 176	or College Algebra	
MTH 181	Mathematical Analysis I	4
Total		17

Second Semester

Class	Title	Credits
Elective(s)	Natural Sciences*	4

ACC 122	Principles of Accounting II	3
BMG 207	Business Communication	3
ENG 226	Composition II	3
Total		13

Third Semester

Class	Title	Credits
Elective(s)	Social and Behavioral Science**	3
BMG 111	Business Law I	3
BMG 265	Business Statistics	3
COM 101	Fundamentals of Speaking	3
ECO 211	Principles of Economics I	3
Total		15

Fourth Semester

Class	Title	Credits
ECO 222	Principles of Economics II	3
Elective(s)	Arts and Humanities 1***	3
Elective(s)	Arts and Humanities 2**** <i>Natural Science</i>	3 <i>3-4</i>
	Complete two BMG or CIS course as needed to bring the program total to a minimum of 60 credits.****	6
Total		15

Total Credits Required: 60

*enter as
Nat. Sci.*

1 2 3 4 5

Footnotes

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Program Admission Requirements:

Students must have:

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- Academic Math Level of 3 to enroll in MTH 160
- Academic Math Level of 4 to enroll in MTH 176 or MTH 181

First Semester		(17 credits)
ACC 111	Principles of Accounting I	3
BMG 140	Introduction to Business	3
CIS 110	Introduction to Computer Information Systems	3
ENG 111	Composition I	4
MTH 125 or	Everyday College Math	
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Second Semester		(13 credits)
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	Soc. Sci. Elective(s)**	3
Fourth Semester		(15 credits)
ECO 222	Principles of Economics II	3

Program Information Report

Arts/Human. 1 Elective(s)***	3
Arts/Human. 2 Elective(s)***	3
Complete two BMG or CIS course as needed to bring the program total to a minimum of 60 credits.****	6

Minimum Credits Required for the Program: 60

Notes:

- *Students transferring to a four-year institution should choose a lab-based, MACRAO-approved science course.*
- **See the MACRAO list to make course selections from any discipline except ECO.*
- ***See the EMU Diverse World Requirement list. A course in logic or ethics (PHL 205 or PHL 250) is strongly recommended.*
- ****See an advisor to choose courses that transfer to and meet the requirements of the program and college to which you are transferring.*

University of Michigan School of Business does not accept business or accounting courses from community colleges. If you wish to transfer to a business major at UM, please see a counselor.

PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code: AABAS **Program Name:** Business

Effective Term: F-2014

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:

- Review
- XX Remove course(s): ___ Computer Lit Elective(s) 3 credits; Soc. Science Electives 6 credits; Free Elective 3 credits
- XX Add course(s): CIS 110; Social Science electives 3 credits; complete two Business or CIS free electives 6 credits
- 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 add Colette Young as program advisor to Joe Flack's name.

Show all changes on the attached page from the catalog.

Rationale for proposed changes or discontinuation:

Making corrections to the program and preparing for online delivery.

Financial/staffing/equipment/space implications:

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

Signatures:

Reviewer	Print Name	Signature	Date
Initiator	Colette M. Young		1/11/2014
Department Chair	Colette M. Young		1/11/2014
Division Dean/Administrator	Rosemary Wilson		1/28/14
Vice President for Instruction	W. Abernethy		2/17/14
President	R. Bellanca		

Do not write in shaded area. Entered in: Banner _____ C&A Database 2/20 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 for posting on the website.

for logged 1/29/14 s/v
Office of Curriculum & Assessment

ACADEMICS

Business (AABAS)

Associate in Arts Degree

2011 - 2012 2012 - 2013 2013 - 2014

Description

This program prepares students for transfer to a bachelor's of business administration degree program at a four-year college or university, where they will further improve their communication and interpersonal skills while developing a specialty in accounting, economics, finance, management, or some other aspect of business. The program was specifically designed to transfer to Eastern Michigan University. Check with an advisor for information on transferring to other colleges. See the footnotes for transferring to the University of Michigan.

Articulation

Cleary University, BS or BBA degree;
 Davenport University, Bachelor degree;
 Eastern Michigan University, BBA degree*;
 Ferris State University, BS degree;
 Kaplan University, BS degree;
 Madonna University, BS degree;
 Northwood University, BBA degree;
 University of Michigan-Flint, BA degree;
 Walsh College, BA or BBA degree.

*A minimum cumulative GPA of 2.5 is required for admission to EMU's College of Business. All courses must be completed with a minimum grade of "C" (2.0) to transfer. Contact the College of Business Undergraduate Advising Office at EMU early to have transfer credits reviewed and unofficially evaluated. (734-487-2344 or email cob_undergraduate@emich.edu)

This program meets MACRAO. Students must have their transcripts certified for MACRAO completion by the WCC Student Records Office.

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

Admissions Requirements

- Students must have:
- Academic Math Level of 2 to enroll in MTH 125
 - Academic Math Level of 3 to enroll in MTH 160
 - Academic Math Level of 4 to enroll in MTH 176 or MTH 181

Contact Information

Division: Business/Computer Technologies
Department: Business Department
Advisors: Joseph Flack → Colette Young

Requirements

First Semester

Class	Title	Credits
RECIPIENTS	Computer and Information Literacy CIS 110	3
ACC 111	Principles of Accounting I	3
BMG 140	Introduction to Business	3
ENG 111	Composition I	4
MTH 125	or Everyday College Math	
MTH 160	or Basic Statistics	
MTH 176	or College Algebra	
MTH 181	Mathematical Analysis I	4
Total		17

Second Semester

Class	Title	Credits
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Elective(s)	Social and Behavioral Science	3
Elective(s)	Natural Sciences**	4
ACC 122	Principles of Accounting II	3
BMG 207	Business Communication	3
ENG 226	Composition II	3
Total		16 13

Third Semester

Class	Title	Credits
Elective(s)	Social and Behavioral Science	3
BMG 111	Business Law I	3
BMG 265	Business Statistics	3
COM 101	Fundamentals of Speaking	3
ECO 211	Principles of Economics I	3
Total		15

Fourth Semester

Class	Title	Credits
ECO 222	Principles of Economics II	3
Elective(s)	Elective Complete 2 courses as elective BMG or CIS to bring the program total to a minimum of 60 credits.***	6
Elective(s)	Arts and Humanities 1***	3
Elective(s)	Arts and Humanities 2***	3
Total		15
Total Credits Required:		60

6 Complete two BMG or CIS courses as needed to bring the program total to a minimum of 60 credits ***

Footnotes

- *Students transferring to a four-year institution should choose a lab-based, MACRAO-approved science course.
- **See the MACRAO list to make course selections from any discipline except ECO.
- ***See the EMU Diverse World Requirement list. A course in logic or ethics (PHL 205 or PHL 250) is strongly recommended.
- ****See an advisor to choose courses that transfer to and meet the requirements of the program and college to which you are transferring.

University of Michigan School of Business does not accept business or accounting courses from community colleges. If you wish to transfer to a business major at UM, please see a counselor.

PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code: AABAS Program Name: Business

Effective Term: Fall 2011

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>MTH 176 or 181</u> <i>leave on per Colette</i> | <input type="checkbox"/> Continuing eligibility requirements |
| <input checked="" type="checkbox"/> Add course(s): <u>MTH 125</u> <i>or any Math level 5 or higher course</i> | <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:

To align with changes in Business (BBA) at EMU.

Financial/staffing/equipment/space implications:

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

Signatures:

Reviewer	Print Name	Signature	Date
Initiator	COLETTE Young	<i>[Signature]</i>	1/20/2011
Department Chair	" "	<i>[Signature]</i>	
Division Dean/Administrator	Rosemary Wilson	<i>[Signature]</i>	1/21/11
Vice President for Instruction	<i>[Signature]</i>	STUART BLACKLACE	2/21/11
President			

Do not write in shaded area. Entered in: Banner _____ C&A Database 3/1/11 Log File 1/24/11 Board Approval 3/1/11

Please submit completed form to the Office of Curriculum and Assessment and email an electronic copy to 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

Choose one or more areas in the field of business as you prepare for your future.

Business (AABAS)

Associate in Arts Degree

Program Effective Term: Fall 2011

This program prepares students for transfer to a bachelor's of business administration degree program at a four-year college or university, where they will further improve their communication and interpersonal skills while developing a specialty in accounting, economics, finance, management, or some other aspect of business. The program was specifically designed to transfer to Eastern Michigan University. Check with an advisor for information on transferring to other colleges. See the footnotes for transferring to the University of Michigan.

Articulation:

- Cleary University, BS or BBA degree;
- Davenport University, Bachelor degree;
- Eastern Michigan University, BBA degree*;
- Ferris State University, BS degree;
- Madonna University, BS degree;
- Northwood University, BBA degree;
- Walsh College, BA or BBA degree.

*A minimum cumulative GPA of 2.5 is required for admission to EMU's College of Business. All courses must be completed with a minimum grade of "C" (2.0) to transfer. Contact the College of Business Undergraduate Advising Office at EMU early to have transfer credits reviewed and unofficially evaluated. (734-487-2344 or email cob_undergraduate@emich.edu)

This program meets MACRAO. Students must have their transcripts certified for MACRAO completion by the WCC Student Records Office.

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

Program Admission Requirements:

Students must have:

- Academic Math Level of 2 to enroll in MTH 125
- Academic Math Level of 4 to enroll in MTH 176
- Academic Math Level of 5 to enroll in MTH 181. Two years of high school algebra (Algebra I and Algebra II) are recommended.

General Education Requirements		(33 credits)
ENG 111	Composition I	4
ENG 226	Composition II	3
COM 101	Fundamentals of Speaking	3
MTH 125 or	Everyday College Math	
MTH 176 or	College Algebra	

Program Information Report

MTH 181 or	Mathematical Analysis I	
Math	Any level 5 or higher math class	4-5
Nat. Sci.	Elective(s)*	4-5
Soc. Sci.	Elective(s)**	6
Arts/Human.	Elective(s)***	6
Computer Lit.	Elective(s)	3

Major/Area Requirements (24 credits)

ACC 111	Principles of Accounting I	3
ACC 122	Principles of Accounting II	3
BMG 111	Business Law I	3
BMG 140	Introduction to Business	3
BMG 207	Business Communication	3
BMG 265	Business Statistics	3
ECO 211	Principles of Economics I	3
ECO 222	Principles of Economics II	3

Required Support Courses (3 credits)

Elective	Complete one course as a free elective to bring the program total to a minimum of 60 credits.****	3
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Minimum Credits Required for the Program: 60

Notes:

- *Students transferring to a four-year institution should choose a lab-based, MACRAO-approved science course.
- **See the MACRAO list to make course selections from any discipline except ECO.
- ***See the EMU Diverse World Requirement list. A course in logic or ethics (PHL 205 or PHL 250) is strongly recommended.
- ****See an advisor to choose courses that transfer to and meet the requirements of the program and college to which you are transferring.

University of Michigan School of Business does not accept business or accounting courses from community colleges. If you wish to transfer to a business major at UM, please see a counselor.

Business (AABAS)

Associate in Arts Degree

Description:

This program prepares students for transfer to a bachelor's of business administration degree program at a four-year college or university, where they will further improve their communication and interpersonal skills while developing a specialty in accounting, economics, finance, management, or some other aspect of business. The program was specifically designed to transfer to Eastern Michigan University. Check with an advisor for information on transferring to other colleges. See the footnotes for transferring to the University of Michigan.

Contact Information:

Division: Business and Computer Technologies
School: Transfer and University Parallel Programs
Department: Business
Advisors: Joe Flack

Articulation:

Cleary University, BS or BBA degree;
Davenport University, Bachelor degree;
Eastern Michigan University, BBA degree*;
Ferris State University, BS degree;
Madonna University, BS degree;
Northwood University, BBA degree;
Walsh College, BA or BBA degree.

*A minimum cumulative GPA of 2.5 is required for admission to EMU's College of Business. All courses must be completed with a minimum grade of "C" (2.0) to transfer. Contact the College of Business Undergraduate Advising Office at EMU early to have transfer credits reviewed and unofficially evaluated. (734-487-2344 or email amelia.chan@emich.edu)

This program meets MACRAO. Students must have their transcripts certified for MACRAO completion by the WCC Student Records Office.

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

<http://www.wccnet.edu/departments/curriculum/articulation.php?levelone=colleges>

Admission Requirements:

- Students must have an Academic Math Level of 4 to enroll in or MTH 181. Two years of high school algebra (Algebra I and Algebra II) are recommended.
- Students should have a working knowledge of applications software or enroll in CIS 100 prior to taking CIS 110.

General Education Requirements

(33 - 34 Credits)

<u>CIS 110</u>	Introduction to Computer Information Systems	3
Computer Lit.	Elective(s)	3
<u>ENG 111</u>	Composition I	4
<u>ENG 226</u>	Composition II	3

<u>COM 101</u>	Fundamentals of Speaking	3
MTH 160 or	Basic Statistics	
<u>MTH 125</u> or	Everyday College Math	
<u>MTH 176</u> or	College Algebra	
<u>MTH 181</u> or	Mathematical Analysis I	
<u>Math</u>	Any Level 5 or higher math class	4
<u>Nat. Sci.</u>	Elective(s)*	4 - 5
<u>Soc. Sci.</u>	Elective(s)**	6
<u>Arts/Hum.</u>	Elective(s)***	6

Major/Area Requirements (24 Credits)

<u>ACC 111</u>	Principles of Accounting I	3
<u>ACC 122</u>	Principles of Accounting II	3
<u>BMG 140</u>	Introduction to Business	3
<u>BMG 207</u>	Business Communication	3
<u>BMG 265</u>	Business Statistics	3
<u>ECO 211</u>	Principles of Economics I	3
<u>ECO 222</u>	Principles of Economics II	3
BMG 106 or	Legal Basics in Business (course no longer offered)	
<u>BMG 111</u>	Business Law I	3

Required Support Courses (3 Credits)

Elective:	Complete one course as a free elective to bring the program total to a minimum of 60 credits. ****	3
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Minimum Credits Required for the Program: 60 - 61 Credits

Footnotes:

*Students transferring to a four-year institution should choose a lab-based, MACRAO-approved science course.

**See the MACRAO list to make course selections from any discipline except ECO.

***See the EMU Diverse World Requirement list. A course in logic or ethics (PHL 205 or PHL 250) is strongly recommended.

****See an advisor to choose courses that transfer to and meet the requirements of the program and college to which you are transferring.

University of Michigan School of Business does not accept business or accounting courses from community colleges. If you wish to transfer to a business major at UM, please see a counselor.

PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code: AABAS Program Name: Business

Effective Term: Fall 2010

Division Code: BCT Department: BUSD

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>MTH 197; PLS 112; PSY 100;</u> | <input type="checkbox"/> Continuing eligibility requirements |
| <input checked="" type="checkbox"/> Add course(s): <u>or MTH 160 or MTH 176: 2 social science electives</u> | <input checked="" type="checkbox"/> Program outcomes (See Attached PAP) |
| <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 Associate in Arts Degree in Business was developed to align directly with EMU's BBA programs. EMU's changes to their general education requirements have resulted in changes to the BBA program. General Education no longer requires PLS 112. The restriction of the math course has been broadened. The recommendation to take PSY 100 was removed and will be replaced with a MACRAO social science elective.

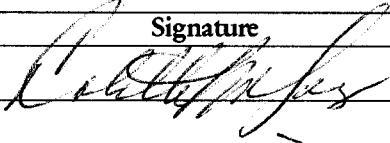
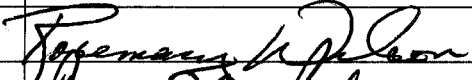
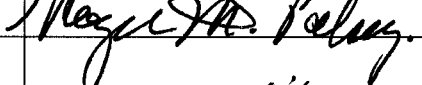
The changes to our program will regain program alignment.

Financial/staffing/equipment/space implications:

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

Will notify Social Science Department that we are removing requirement for PLS 112 and Math Department that we are opening up the math options.

Signatures:

Reviewer	Print Name	Signature	Date
Initiator	Colette Young		9/24/09
Department Chair	Colette Young		
Division Dean/Administrator	Rosemary Wilson		10/5/09
Vice President for Instruction	Roger M. Palay		11/9/09
President			

Do not write in shaded area. Entered in: Banner C&A Database Log File 10/12/09 Board Approval

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

Business (AABAS)

This program prepares students for transfer to a bachelor's of business administration degree program at a four-year college or university, where they will further improve their communication and interpersonal skills while developing a specialty in accounting, economics, finance, management, or some other aspect of business. The program was specifically designed to transfer to Eastern Michigan University. Check with an advisor for information on transferring to other colleges. See the footnotes for transferring to the University of Michigan.

General Education Requirements (30 credits 26 credits)

Course	Title	Credits	Replace with	Credits
ENG 111	Composition I	4		
ENG 226	Composition II	3		
COM 101	Fundamentals of Speaking	3	note: COM meets 3 hours of Arts/Humanities	
MTH 181 or 197	Mathematical Analysis I or Linear Algebra	4	MTH 181 or MTH160 Basic Statistics or MTH 176 College Algebra	4
Nat. Sci.	Elective(s)**	4-5		
PLS 112	Introduction to American Government	3	Social Science Electives (not ECO)	3
PSY 100	Introductory Psychology	3	None	0
Arts/Human.	Elective(s)***	6		

Major/Area Requirements (24 credits)

ACC 111	Principles of Accounting I	3	
ACC 122	Principles of Accounting II	3	
BMG 140	Introduction to Business	3	
BMG 207	Business Communication	3	
BMG 265	Business Statistics	3	
ECO 211	Principles of Economics I	3	ECO 211 and 222 are used to meet 6 hours of Social Science Electives
ECO 222	Principles of Economics II	3	
BMG 106 or BMG 111	Legal Basics in Business Business Law I	3	

Required Support Courses (6 credits)

CIS 110	Introduction to Computer Information Systems	3
	Elective Complete one course as a free elective to bring the program total to a minimum of 60 credits.****	3

Minimum Credits Required for the Program: 60

Notes:

*MTH 181 is required for EMU's BBA degree.

**Students transferring to a 4-yr institution should choose a lab-based, MACRAO-approved science course.

***See the EMU Diverse World Requirement list. A course in logic or ethics (PHL 205 or PHL 250) is strongly recommended.

****See an advisor to choose courses that transfer to and meet the requirements of the program and college to which you are transferring. University of Michigan School of Business does not accept business or accounting courses from community colleges. If you wish to transfer to a business major at UM, please see a counselor.

Students must meet the Computer and Information Literacy Graduation Requirement.

University Transfer Programs

Business (AABAS)

Associate in Arts Degree

Program Effective Term: Fall 2004

This program prepares you for transfer to a Bachelor's of Business Administration degree program at a four-year college or university, where you will further improve your communication and interpersonal skills while developing a specialty in accounting, economics, finance, management, or some other aspect of business. The program was specifically designed to transfer to Eastern Michigan University. Check with an advisor for information on transferring to other colleges. See the footnotes for transferring to the University of Michigan.

Articulation:

- This program has an articulation agreement with Eastern Michigan University, College of Business, for the Bachelor of Business Administration Degree. Copies of the articulation agreement are available in the Counseling Office.
- Meets MACRAO plus EMU's four additional requirements. Students must have their transcripts certified for MACRAO completion by the WCC Student Records Office.
- A minimum cumulative GPA of 2.5 is required for admission to EMU's College of Business. All courses must be completed with a minimum grade of "C" (2.0) to transfer. Contact the College of Business Undergraduate Advising Office at EMU early to have transfer credits reviewed and unofficially evaluated. (734-487-2344 or email amelia.chan@emich.edu)

Program Admission Requirements:

- Students must have a minimum COMPASS Algebra score of 66 or complete MTH 169 with a "C" or better to enroll in MTH 181. Two years of high school algebra (Algebra I and Algebra II) are recommended.
- Students should have a working knowledge of applications software or enroll in CIS 100 prior to taking CIS 110.

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 (29 credits)

Writing	Elective(s)	6-7
COM 101	Fundamentals of Speaking	3
MTH 181 or	Mathematical Analysis I	
MTH 197	Linear Algebra	4
Nat. Sci.*	Elective(s)	4-5
PLS 112	Introduction to American Government	3
PSY 100	Introductory Psychology	3
Arts/Human.**	Elective(s)	6

Major/Area Requirements (24 credits)

ACC 111	Principles of Accounting I	3
ACC 122	Principles of Accounting II	3
BMG 140	Introduction to Business	3
BMG 207	Business Communication	3
BMG 265	Business Statistics	3
ECO 211	Principles of Economics I	3
ECO 222	Principles of Economics II	3
BMG 106 or	Legal Basics in Business	
BMG 111	Business Law I	3

Required Support Courses (7 credits)

CIS 110	Introduction to Computer Information Systems	3
***	Complete one or two courses as free electives to bring the program total to a minimum of 60 credits.	4-6

Minimum Credits Required for the Program:

60

Notes:

**Students transferring to a 4-yr institution should choose a lab-based course.*

***Students transferring to EMU should choose a multi-cultural course (ENG 181 or ENG 214) to meet the MACRAO plus four requirements. In addition, a course in logic or ethics (PHL 205 or PHL 250) is strongly recommended.*

****See an advisor to choose courses that transfer to and meet the requirements of the program and college to which you are transferring.*

Note:

University of Michigan School of Business does not accept Business or Accounting courses from community colleges. If you wish to transfer to a business major at UM, please see a counselor.

Washtenaw Community College Program Change Request Form

Program Code: **ASBAS** Program Title: **Business Transfer**

Effective Year: **Fall 2001**

1. Course Related Program Changes:

Course	Course Title	Elective Group (if applicable)	Credit	Sem	Change(s)
					Remove <input type="checkbox"/> Add <input type="checkbox"/> Change Title <input type="checkbox"/> <input type="checkbox"/> Change Credit (was: _____) <input type="checkbox"/> Shift in Sequence (was: _____)
					Remove <input type="checkbox"/> Add <input type="checkbox"/> Change Title <input type="checkbox"/> <input type="checkbox"/> Change Credit (was: _____) <input type="checkbox"/> Shift in Sequence (was: _____)
		2AW			Remove <input type="checkbox"/> Add <input type="checkbox"/> Change Title <input type="checkbox"/> <input type="checkbox"/> Change Credit (was: _____) <input type="checkbox"/> Shift in Sequence (was: _____)
					Remove <input type="checkbox"/> Add <input type="checkbox"/> Change Title <input type="checkbox"/> <input type="checkbox"/> Change Credit (was: _____) <input type="checkbox"/> Shift in Sequence (was: _____)
					Remove <input type="checkbox"/> Add <input type="checkbox"/> Change Title <input type="checkbox"/> <input type="checkbox"/> Change Credit (was: _____) <input type="checkbox"/> Shift in Sequence (was: _____)
					Remove <input type="checkbox"/> Add <input type="checkbox"/> Change Title <input type="checkbox"/> <input type="checkbox"/> Change Credit (was: _____) <input type="checkbox"/> Shift in Sequence (was: _____)
					Remove <input type="checkbox"/> Add <input type="checkbox"/> Change Title <input type="checkbox"/> <input type="checkbox"/> Change Credit (was: _____) <input type="checkbox"/> Shift in Sequence (was: _____)
					Remove <input type="checkbox"/> Add <input type="checkbox"/> Change Title <input type="checkbox"/> <input type="checkbox"/> Change Credit (was: _____) <input type="checkbox"/> Shift in Sequence (was: _____)

2. Total Credit Hours for Program: Before Proposed Changes: _____ After Proposed Changes: _____

Non-Course Related Program Changes: (description, advisors, admission criteria, title, etc.)

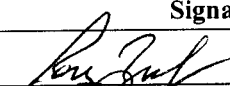
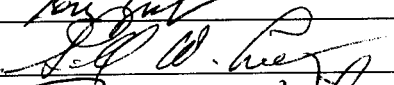
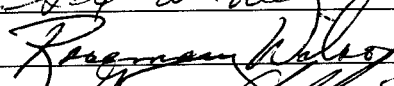

Add to Description:
 Recommendation: BMG 140, Introduction to Business should be the first business course taken.

4. Rationale for Proposed Changes: Improve direction for student success.

5. Financial/Staffing/Equipment/Space Implications:

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

7. Signatures:

Reviewer	Print Name	Signature	Date
Program Change Initiator:	Ron Zeeb		4-2-01
Department Chair:	Granville Lee		4/2/01
Division Dean:	Rosemary Wilson		4/4/01
VP, Instruction/Student Services:	Guy Altieri		4/23

If significant changes are proposed, please attach a copy of the most recent program listing from the College Bulletin with changes marked on it.
 If courses are being changed as part of this proposal, course changes must be approved using the Course/Syllabus Approval Form.

**Business (AABUS)
Associate in Arts Degree**

Program Effective Term: Fall 2001

This program prepares you for transfer to a Bachelor's of Business Administration degree program at a four-year college or university, where you will further improve your communication and interpersonal skills while developing a specialty in accounting, economics, finance, management, or some other aspect of business. The program was specifically designed to transfer to Eastern Michigan University. Check with an advisor for information on transferring to other colleges. See the footnotes for transferring to the University of Michigan.

**Business Division
Business Department**

Advisors: Ron Zeeb

Articulation:

•Articulates with Eastern Michigan University's, College of Business, Bachelor's of Business Administration Degree

•Meets MACRAO plus four requirements at EMU

•A minimum cumulative GPA of 2.5 is required for admission to EMU's College of Business. All courses must be completed with a minimum grade of "C" (2.0) to transfer. Contact the College of Business Undergraduate Advising Office at EMU early to have transfer credits reviewed and unofficially evaluated. (734-487-2344 or email amelia.chan@emich.edu)

Program Admission Requirements:

•Two years of high school algebra or MTH 169 with a grade of "C" or better or a minimum COMPASS Algebra score of 66

General Education Requirements (29 Credits)

COM 101	Fundamentals of Speaking	3
PLS 112	Introduction to American Government	3
PSY 100	Introductory Psychology	3
Choose:	MTH 181 Mathematical Analysis I or MTH 197 Linear Algebra	4
Elective	Complete two courses from General Education AA Area 1: Writing	6-7
Elective *	Complete one course from General Education AA Area 4: Natural Sciences	4-5
Elective ^{1,2}	Complete two courses from General Education AA Area 6: Arts and Humanities. At least one course must be from Group I.	6

Major/Area Requirements (24 Credits)

ACC 111	Principles of Accounting I	3
ACC 122	Principles of Accounting II	3
BMG 140	Introduction to Business	3
BMG 207	Business Communication	3
BMG 265	Business Statistics	3
ECO 211	Principles of Economics I	3
ECO 222	Principles of Economics II	3
Choose:	BMG 106 Legal Basics in Business or BMG 111 Business Law I	3

Washtenaw Community College EEO / Title IX / Section 504 Statement

Washtenaw Community College does not discriminate on the basis of race, sex, color, religion, national origin, age, disability, height, weight, marital status, or veteran status in provision of its educational programs and services or in employment opportunities and benefits. WCC is committed to compliance in all of its activities and services with the requirements of Title IX of the Educational Amendments of 1972, Public Act 453, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964 as amended, Public Act 220, and the Americans with Disabilities Act of 1990. Inquiries concerning programs and services under Title IX and Section 504, and the Americans with Disabilities Act should be directed to the Office of the Dean of Student Services; Room 225A, Student Center Building, 734- 973-3536. Inquiries regarding compliance in employment should be directed to the College Affirmative Action Officer in the Office of Human Resource Management, Room 120, Business Education Building, 934- 973-3497. Inquiries concerning access to facilities should be directed to the Director of Plant Operations, Plant Operations Building, 734- 677-5300.

Required Support Courses (7 Credits)

CIS 110	Introduction to Computer Information Systems	3
Elective ³	Complete one or two courses as free electives to bring the program total to a minimum of 60 credits.	4-6

Minimum Credits Required for the Program: 60

Footnotes:

^{*}Students transferring to EMU or another 4-yr institution should choose a lab-based course.

¹Students transferring to EMU should choose a multi-cultural course to meet the MACRAO plus four requirements.

²A course in logic or ethics (PHL 205 or PHL 250) is strongly recommended for EMU transfer students.

³ Students transferring to EMU should choose COM 102, ENG 225, or a second semester of a foreign language to meet MACRAO plus four requirements.

Note:

University of Michigan School of Business does not accept Business or Accounting courses from community colleges. If you wish to transfer to a business major at UM, please see a counselor.

Washtenaw Community College EEO / Title IX / Section 504 Statement

Washtenaw Community College does not discriminate on the basis of race, sex, color, religion, national origin, age, disability, height, weight, marital status, or veteran status in provision of its educational programs and services or in employment opportunities and benefits. WCC is committed to compliance in all of its activities and services with the requirements of Title IX of the Educational Amendments of 1972, Public Act 453, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964 as amended, Public Act 220, and the Americans with Disabilities Act of 1990. Inquiries concerning programs and services under Title IX and Section 504, and the Americans with Disabilities Act should be directed to the Office of the Dean of Student Services; Room 225A, Student Center Building, 734- 973-3536. Inquiries regarding compliance in employment should be directed to the College Affirmative Action Officer in the Office of Human Resource Management, Room 120, Business Education Building, 934- 973-3497. Inquiries concerning access to facilities should be directed to the Director of Plant Operations, Plant Operations Building, 734- 677-5300.

**Washtenaw Community College
Program Change Request Form**

Program Code: BAS

Program Title: Business Transfer

Effective Year: Fall 2000

1. Course Related Program Changes:

Course	Course Title	Elective Group (if applicable)	Credit	Sem	Change(s)
PHY 105	Concept Physics (Or)		4.00		Remove <input type="checkbox"/> Add <input checked="" type="checkbox"/> Change Title <input type="checkbox"/> <input type="checkbox"/> Change Credit (was: _____) <input type="checkbox"/> Shift in Sequence (was: _____)
CEM 105	Fundamentals Of Chemistry (Or)		4.00		Remove <input type="checkbox"/> Add <input checked="" type="checkbox"/> Change Title <input type="checkbox"/> <input type="checkbox"/> Change Credit (was: _____) <input type="checkbox"/> Shift in Sequence (was: _____)
GLG 100	Intro to Earth Science		4.00		Remove <input type="checkbox"/> Add <input checked="" type="checkbox"/> Change Title <input type="checkbox"/> <input type="checkbox"/> Change Credit (was: _____) <input type="checkbox"/> Shift in Sequence (was: _____)
COM 102	Interpersonal Communication		3.00		Remove <input checked="" type="checkbox"/> Add <input type="checkbox"/> Change Title <input type="checkbox"/> <input type="checkbox"/> Change Credit (was: _____) <input type="checkbox"/> Shift in Sequence (was: _____)
CIS 110	Business Computer Systems		3.00		Remove <input type="checkbox"/> Add <input type="checkbox"/> Change Title <input type="checkbox"/> <input checked="" type="checkbox"/> Change Credit (was: _____) <input type="checkbox"/> Shift in Sequence (was: _____)
BMG 106	Legal Basics In Business		3.00		Remove <input type="checkbox"/> Add <input checked="" type="checkbox"/> Change Title <input type="checkbox"/> <input type="checkbox"/> Change Credit (was: _____) <input type="checkbox"/> Shift in Sequence (was: _____)
MTH 197	Linear Algebra		4.00		Remove <input type="checkbox"/> Add <input checked="" type="checkbox"/> Change Title <input type="checkbox"/> <input type="checkbox"/> Change Credit (was: _____) <input type="checkbox"/> Shift in Sequence (was: _____)
ELECTIVES	Bus. Elective		6.00		Remove <input checked="" type="checkbox"/> Add <input type="checkbox"/> Change Title <input type="checkbox"/> <input type="checkbox"/> Change Credit (was: _____) <input type="checkbox"/> Shift in Sequence (was: _____)

2. Total Credit Hours for Program: Before Proposed Changes: 64 After Proposed Changes: 62

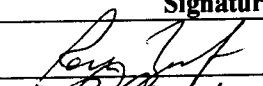

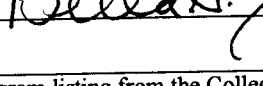
Non-Course Related Program Changes: (description, advisors, admission criteria, title, etc.)
 (Title:) Business Transfer

3. Rationale for Proposed Changes:
 To realign our course requirements with the requirements of transfer institutions.

5. Financial/Staffing/Equipment/Space Implications:
 None.

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

7. Signatures:

Reviewer	Print Name	Signature	Date
Program Change Initiator:	Ron Zeeb		4-19-00
Department Chair:	Granville Lee		4/19/00
Division Dean:	Bella G. Parker		4/23/00
VP, Instruction/Student Services:			

If significant changes are proposed, please attach a copy of the most recent program listing from the College Bulletin with changes marked on it.
 If courses are being changed as part of this proposal, course changes must be approved using the Course/Syllabus Approval Form.

Program: Business Transfer (BAS)
 Division: BUS Department: BUSD

General Education Requirements	Specific Course in Program	Credits
English (ENG)	ENG 111 ENG 122	4 3 (7)
Social Science (PSY, ECO, PLS, SOC, ANT, GEO, HST)	PLS 112 PSY 100	3 3 (6)
Humanities (ART, MUS, DAN, SPN, FRN, GRM, RUS, DRA, YOG)	Humanities Elective Choose one* from attached list.	3
Math (MTH)	MTH 181, 197	(8)
Science (BIO, SCI, CEM, PHY, GLG, AST)	Pick Two BIO 101 PHY 105 CEM 105 GLG 100	4 4 (8)
Speech (COM)	COM 101	3
Total Credit Hours		35

Total Credits in Program: 62

Program: Business (BAS)

Division: BUS Department: BUSD

	Occupational Course	Credits
✓	BMG 111 Or BMG 106	3
✓	BMG 140	3
✓	BMG 265	3
✓	BMG 207	3
	Total Credit Hours	12

	Program Related Course	Credits
✓	ACC 111	3
✓	ACC 122	3
✓	CIS 110	3
✓	ECO 211	3
✓	ECO 222	3
	Total Credit Hours	15

**Course Listings for the Six Areas of General Education
That Require Taking Credit Courses**

	Column I	Column II
	*<u>Basic/Minimum</u> <u>General Education</u>	<u>Expanded</u> <u>General Education</u>
	All degree programs require one course of 3 credits or more from each of the six areas in Column I.	Where degree programs require more than one course in the six areas, additional courses may be selected from either Column I or Column II)
WRITING	ENG 100, ENG 111 ENG 107 (primarily for the AAS degree)	ENG 122, ENG 225
SPEECH	COM 101, COM 102, COM 142, COM 130 BMG 207 (primarily for the AAS degree)	
MATHEMATICS	MTH 160 MTH 169 (programs that need a higher level than MTH 169 may choose from the expanded list) MTH 148 (for elementary or early childhood education program tracks) MTH 151 (primarily for the AAS degree) MTH 165 (primarily for the AAS degree)	MTH 177, MTH 178, MTH 179, MTH 181 MTH 182, MTH 186, MTH 191, MTH 192 MTH 197, MTH 286, MTH 293, MTH 295
ARTS AND HUMANITIES	ART 101, ART 130, ART 143, ART 150, DAN 180, DRA 152, ENG 160, ENG 170, ENG 181, ENG 200, ENG 211, ENG 212, ENG 213, ENG 222, ENG 223, ENG 224, FRN 111, FRN 122, GRM 111, GRM 122, HUM 101, HUM 102, HUM 145, MUS 140, MUS 180, PHL 101, PHL xxx (medical ethics), PHO 103, SPN 111, SPN 122,	ENG 140, ENG 183, ENG 214, ENG 240, ENG 241, ENG 260, ENG 261, ENG 270, ENG 271, FRN 213, FRN 224, GRM 213, GRM 224, PHL 205, PHL 250, SPN 213, SPN 224
NATURAL SCIENCES	AST 111, BIO 101, BIO 102, BIO 107, BIO 111, BIO 200, CEM 105, CEM 111, GLG 100, GLG 103, GLG 104, GLG 114, PHY 105, PHY 110, PHY 111, SCI 101	BIO 103, BIO 200, BIO 208, BIO 220, BIO 227, BIO 228, BIO 237, CEM 122, GLG 125, PHY 122, PHY 211, PHY 222 ELE 111
SOCIAL AND BEHAVIORAL SCIENCES	ANT 201, ANT 202, ECO 120, ECO 211 GEO 100, GEO 103, GEO 212, HST 121, HST 122, HST 123, HST 201, HST 202, PLS 112, PLS 150, PSY 100, PSY 200, PSY 206, SOC 100, SOC 205, SOC 230	CJT 100, ECO 222, GEO 212, HST 150, HST 200, HST 215, PLS 211, PSY 107, PSY 130, PSY 209, PSY 257, PSY 260, SOC 201, SOC 202, SOC 203, SOC 207, SOC 250

*The courses in Column I are standard introductory offerings that have no prerequisites. They were chosen for one or more of the following reasons: they meet the support needs of AAS programs, they have broad transfer acceptance by those colleges and universities where WCC students most frequently transfer, they can be more easily assessed for student academic achievement given their broad introductory nature and distinctiveness within the discipline.

C:\My Documents\Gen Ed\geneddistrib.doc

Program Approval Document

**Associate In Science
In**

BUSINESS

Prepared by

Cheryl Gracie
Business Department
Washtenaw Community College

April 13, 1999

**WASHTENAW COMMUNITY COLLEGE
PROGRAM AUTHORIZATION FORM**

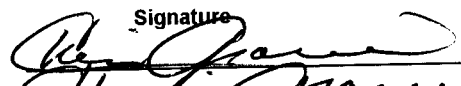

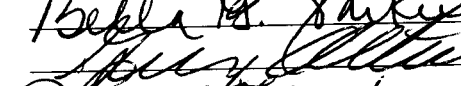
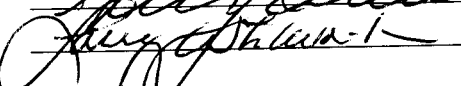

1. Program Title: Business Program Code: BAS
 2. Division: BUS 3. Department: BUS CIP Code: _____
 4. Type of Program: A.A. A.S. A.A.S. A.T.S.
 Advanced Certificate Mastery Certificate Achievement Certificate Certificate of Completion
 5. Will this program be Perkins funded? yes no 6. Effective Year: Fall 1999

7. Program Description (for Catalog, brochures, etc.):
 This program is designed for students who plan to transfer to a four-year college or university to complete a bachelor of business administration (BBA) degree program. Four-year business administration graduates prepare for a wide variety of jobs and professions in business, government agencies, and public administration. Their studies emphasize a combination of communication and interpersonal skills as well as developing a specialty in business, such as accounting, economics, finance, management, or computer information systems. Business administration graduates become economists, managers, marketing professionals, business consultants, accountants, computer systems managers among other possible professions.

8. Advisors: Ron Zeeb

9. Admissions Criteria:	10. Criteria for Continuing Program Eligibility:
Two years of high school algebra or MTH 169 or placement test or equivalent	

11. Attach a Program Approval Document [PAD], which includes the following:
- A. Program Description
 - B. Program Goals
 - C. Needs Assessment
 - D. Enrollment Projections
 - E. Program Cost Analysis
 - F. Course Descriptions
 - G. Analysis of Affected Instructional Units
 - H. Articulations
 - I. Licensure/Accreditation

Approval Recommended:	Print Name	Signature	Date
Program Initiator:	<u>Cheryl Gracie</u>		_____
Department Chair/Director:	<u>Cheryl Gracie</u>		_____
Dean:	<u>Bella Parker</u>		<u>5/4/99</u>
VP, Instruction/Student Services:	<u>Guy Altieri</u>		<u>5/12/99</u>
President:	<u>Larry Whitworth</u>		<u>5/13/99</u>
Date of Board Approval:	<u>May 11, 1999</u>		

Available on disk

COURSE REQUIREMENTS FOR PROGRAM

Course	Title	Credit	Pre-requisites/Co-requisites
✓ ACC 111	Principles of Accounting	3	MTH 163, MTH 181 or higher
✓ ACC 122	Principles of Accounting	3	ACC 111
✓ BIO 101	Concepts of Biology	4	BIO 101
✓ BMG 111	Business Law I	3	None
✓ BMG 140	Introduction to Business	3	None
✓ BMG 207	Business Communication	3	None
✓ CIS 110	Business Computer Systems	4	None
✓ COM 101	Fundamentals of Speaking	3	None
✓ COM 102	Interpersonal Communication	3	None
✓ ECO 211	Principles of Economics I	3	None
✓ ECO 222	Principles of Economics II	3	ECO 211 or consent
✓ ENG 111	Composition I	4	ENG 000
X ✓ ENG 122	Composition II	3	ENG 111
X { Foreign Language/ Humanities	Select a course from art, humanities, communication, literature, music, philosophy, speech, or drama.	3	N/A
X { BMG I New course	Business Statistics	3	MTH 181, CIS 110
Select			
X { MTH 181	Mathematical Analysis I, or	4	MTH 169 or placement test or equivalent
X { MTH 191	Calculus I or	4	MTH 178 and 179
X { MTH 197	Linear Algebra	4	MTH 191. MTH 192 also recommended
✓ PLS 112	Introduction to American Government	3	None
✓ PSY 100	Introduction to Psychology	3	None
X ✓ Business	Choose transferable courses in business management, computer science and computer information systems	6	N/A
	Minimum Credits Required:	60	

48
4.4 = 16
64

A. PROGRAM DESCRIPTION

This program is designed for students who plan to transfer to a four-year college or university to complete a bachelor of business administration (BBA) degree program. Four-year business administration graduates prepare for a wide variety of jobs and professions in business, government agencies, and public administration. Their studies emphasize a combination of communication and interpersonal skills as well as developing a specialty in business, such as accounting, economics, finance, management, or computer information systems. Business administration graduates become economists, managers, marketing professionals, business consultants, accountants, computer systems managers among other possible professions.

B. PROGRAM GOAL

- To prepare students to successfully transfer to a four year college or university in business administration.

C. NEEDS ASSESSMENT

Employment Outlook:

According to U.S. Bureau of Labor statistics and the Michigan Office of Labor Market Information, employment in the business positions of general managers and top executives, financial managers, and marketing, advertising and public relations managers, is expected to grow as fast as or faster than average for all occupations through 2005, both nationally and in Michigan, with a combined total of 5,930 openings projected annually in Michigan.

In the Ann Arbor (Washtenaw and Livingston Counties) area, growth is expected to occur faster than average for all occupations through 2005, with the following openings projected annually:

General managers/top executives: 262 openings (142 due to growth and 120 to replacement of workers who retire or leave the workforce)

Financial managers: 80 openings (49 due to growth and 31 due to replacement of workers)

Marketing, advertising, and public relations managers: 47 openings (28 due to growth, and 19 due to replacement of workers)

Estimated Earnings:

The U.S. Bureau of Labor statistics and the Michigan Office of Labor Market Information indicates that employees in the business fields can expect to earn the following:

United States:

General managers/top executives - \$32,100-\$87,400 (average of \$50,200)

Financial managers - \$34,400-\$77,500 (average of \$48,500)

Marketing, advertising, and public relations managers: - \$33,700-\$76,900 (average of \$48,500)

Michigan:

General managers/top executives - \$31,700-\$88,200 (average of \$50,800)

Financial managers - \$34,000-\$81,700 (average of \$51,700)

Marketing, advertising, and public relations managers - \$34,200-\$81,300 (average of \$ 53,800)

Ann Arbor area

General managers/top executives - \$36,200-\$97,000 (average of \$58,700)

Financial managers - \$32,500-74,000 (average of \$50,300)

Marketing, advertising, and public relations managers - \$27,900-\$47,200 (average of \$37,200)

D. ENROLLMENT PROJECTIONS

We expect to enroll between 20-30 students the first semester and expect increased enrollments once this program becomes established.

E. PROGRAM COST ANALYSIS

There is no additional cost for this program.

F. COURSE DESCRIPTIONS

ACC 111 Principles of Accounting

This is an introductory course in accounting principles and theory with emphasis on the accounting cycle, receivables and payables, depreciation, inventories, payroll, deferrals and accruals, systems and controls. It is required of all Accounting majors and Business Administration transfer students.

ACC 122 Principles of Accounting

A continuation of Principles of Accounting 111 covering partnerships, corporations, statement of cash flows, financial analysis and an introduction to managerial accounting. It is required of all Accounting majors and Business Administration transfer students.

BIO 101 Concepts of Biology

Basic principles and concepts of biology are surveyed in lecture and laboratory with emphasis on biological processes as well as practical applications. If followed by BIO 103, this course provides a comprehensive year sequence for biology majors. Taken alone, it serves as a good introduction to biology for non-science students.

BMG 111 Business Law I

This course involves text and case study of the general laws applicable to business, covering the nature of law courts and court procedures, contracts, real and personal property, wills and trusts and negotiable instruments.

BMG 140 Introduction to Business

This course covers functions, objectives, problems, organization, and management of modern business. Also covered are the free-enterprise system of business-economic activity and the impact of the consumer and governmental forces upon the system. Develops insight into the vital role of the administrative function in our economy as a whole and in the operation of a single business unit. A practical orientation is offered in the career opportunities available in business and industry. This course is also taught as a television course using the program series "It's Strictly Business."

BMG 207 Business Communication

Oral, written, and non-verbal skills are developed for effective internal and external communications in business. Emphasis is placed on organization, style, clarity, accuracy, and conciseness as students prepare reports, routine correspondence, resumes, and formal business presentations.

(New Course) Business Statistics

Concepts of statistics and applications to business decisions. Elements of probability, random samples, descriptive statistics, sampling distributions, point and interval estimation, hypothesis testing, chi-square analysis, and regression and correlation analysis.

CIS 110 Business Computer Systems

This course provides an overview of Business Information Systems. Students learn about computer terminology, hardware and software, ethics and protocols database management systems, types of information systems, societal impact, information systems and program development. Students use business application software, including word processing, electronic spreadsheets, database, and presentation graphics to implement information systems. It is recommended that students who do not know how to type take BOS 101A.

COM 101 Fundamentals of Speaking

Instruction is provided in essential speaking and listening skills. Through the use of practical experience, students receive help in organization and delivery. The course attempts to relieve the stress the average

person encounters when speaking in public. Students gain a heightened awareness of the relationship between speaker and audience.

COM 102 Interpersonal Communication

This course offers basic elements of interpersonal communication in both theory and practice. Such concepts as self-esteem, perception, emotions, listening, and non-verbal communication are stressed. Particular attention is paid to building positive relationships and resolving conflict within groups, dyads, family, and on the job.

ECO 211 Principles of Economics I

This is the first half of basic principles of economics. Emphasis is on macroeconomic concepts of national income, fiscal and monetary policy and problems of unemployment, inflation and economic growth. This course is required of all Business Administration transfer students. This course is also taught as a telecourse using the program series "Economics U\$A."

ECO 222 Principles of Economics II

This is the second half of Principles of Economics 211. Emphasis is on microeconomic concepts of demand, supply and problems relating to prices and resource allocation. This course is also taught as a telecourse using the program series "Economics U\$A."

ENG 111 Composition I

This course focuses on developing skills in critical reading, logical thinking, and written composition (from paragraphs to expository essays and documented papers). Reading materials serve as a basis for papers and classroom discussions. Students write both in-class and outside themes frequently. Methods of organization and development are emphasized. During the first week of class, students must demonstrate a writing proficiency at the college level.

ENG 122 Composition II

This course is a continuation of ENG 111 and further develops critical reading and logical thinking skills. Students will write argumentative essays using a variety of formats. The research paper is emphasized.

Select one of the following math courses:

MTH 181 Mathematical Analysis I

This course teaches the methods and applications of finite mathematics applied to social science and business. Topics covered include solution to linear equations and inequalities, mathematics of finance, matrices, linear programming, sets, probability and statistics. This course transfers to many four-year institutions. A graphing calculator is required for this course. Consult the time schedule for current brand and model.

MTH 191 Calculus I

This is first-semester college calculus of one variable. Topics include limits, continuity, derivatives, applications of derivatives, elementary integration, and applications of integration. This course transfers to four-year institutions. A graphing calculator is required for this course. Consult the time schedule for current brand and model.

MTH 197 Linear Algebra

This is an introductory college course in linear algebra. Topics include linear systems of equations, properties of vectors and matrices, determinants, vector spaces, linear transformations, eigenvalues, and applications. This course transfers to four-year institutions. A graphing calculator is required for this course. Consult the time schedule for current brand and model.

PLS 112 Introduction to American Government

This class studies the forms and functions of American government with emphasis on national government. The decision-making process in Congress, the Presidency and the federal court system are

studied. The course also examines the relationship of political parties and public opinion to the electoral process. This course is also taught as a television course using the program series "Government by Consent".

PSY 100 Introduction to Psychology

This class provides an introduction to the scientific study and interpretation of human behavior surveying such topics as psychological development, learning, thinking, motivation, emotion, perception, intelligence, aptitudes and personality. Basic principles and their practical application are discussed. This course also is taught as a television course using the program series "Understanding Human Behavior."

G. ANALYSIS OF AFFECTED INSTRUCTIONAL UNITS

All of the affected instructional units are in support of this program.

H. ARTICULATIONS

This program is considered a university parallel program and all the courses transfer to the four-year institutions. Students still need to consult with a transfer counselor or academic advisor to select electives courses for their program that are equivalent to the courses required by the college and major to which they will transfer. Transfer guides with specific course requirements and WCC equivalencies are available for most Michigan colleges and universities in the Transfer and Placement Center

I. LICENSURE/ACCREDITATION (IF APPLICABLE)

Not Applicable