# **Business & Culinary Arts**

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

## Associate in Applied Science Degree

**Program Effective Term:** 

Fall 2020

### High Demand Occupation High Skill Occupation High Wage Occupation

### Program is also available online

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

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

### Articulation:

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

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

### Minimum Concentration Credits Required for the Program:

60

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

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

### **Business Office Administration Concentrations**

Administrati	ive Assistant (ADMA)	(61 credits)
First Semest	ter	(13 credits)
BOS 101C	Advanced Keyboarding	1
BOS 106	Electronic Planning, Sharing and Organization	3
BOS 206	Personal Management Application and Internet Resources	2
ENG 111	Composition I	4
	Math Elective(s)	3
Second Sem	ester	(12 credits)
ACC 100 or	Accounting Practices for Business	
ACC 111	Principles of Accounting I	3
BOS 157	Word Processing and Document Formatting I	3
BOS 184	Spreadsheet Software Applications I	3
	Arts/Human. Elective(s)	3
Third Semes	ter and the second of the seco	(14 credits)
BMG 155	Business on the Internet	3
BOS 207	Presentation Software Applications	2
BOS 257	Word Processing and Document Formatting II	3
BOS 182 or	Database Software Applications	
BOS 284	Spreadsheet Software Applications II	3
	Speech/Comp. Elective(s)	3
Fourth Seme	ester disease and the second of the second o	(9 credits)
BMG 207	Business Communication	3
BOS 208	Desktop Publishing for the Office	3
	Nat. Sci. Elective(s)	3
Fifth Semest	ter and a state of the state of	(13 credits)
ACC 131	QuickBooks Software	3
BOS 230	Electronic Forms Design	3
BOS 250	Office Administration	4
Thursday, Febru	uary 6, 2020 9:48:5 a.m.	Page 1 of 3

BMG 155 BMG 207 MBC 224	Business on the Internet Business Communication Medical Insurance and Reimbursement	3
Fifth Semes		(10 credits)
BOS 182 or	Database Software Applications	(10 cicules)
BOS 284	Spreadsheet Software Applications II	3
HSC 131	CPR/AED for the Professional Rescuer and First Aid	1
PHL 244	Ethical and Legal Issues in Health Care Soc. Sci. Elective(s)	3
Minimum Cr	redits Required for the Concentration or Option: 60	
Office Mana	gement (OFMG)	(63 credits)
First Semes	ter.	(13 credits)
BOS 101C	Advanced Keyboarding	1
BOS 106	Electronic Planning, Sharing and Organization	3
BOS 206	Personal Management Application and Internet Resources	2
ENG 111	Math Elective(s) Composition I	3
Second Sem	iester	(12 credits)
ACC 100	Accounting Practices for Business	3
BOS 157	Word Processing and Document Formatting I	3
BOS 184	Spreadsheet Software Applications I Arts/Human. Elective(s)	3
Third Semes	ster	(13 credits)
ACC 110	Payroll Accounting	2
BMG 155	Business on the Internet	3
BOS 207	Presentation Software Applications	2
BOS 257	Word Processing and Document Formatting II Speech/Comp. Elective(s)	3
Fourth Sem	ester	(12 credits)
BMG 207	Business Communication	3
BMG 230	Principles of Management	3
BOS 182	Database Software Applications Nat. Sci. Elective(s)	3 3
Fifth Semes	ter ald the latest and the second	(13 credits)
BMG 240	Human Resources Management	3
BMG 279	Performance Management	3
BOS 250	Office Administration	4
	Soc. Sci. Elective(s)	3
Minimum Cr	edits Required for the Concentration or Option: 63	
Minimum Cr	edits Required for the Program:	60

# WASHTENAW COMMUNITY COLLEGE

# PROGRAM CHANGE OR DISCONTINUATION FORM

	Program Name: Business Office Ad nultiple concentrations	ministration – Effective Term: 2020	009
Division Code: (	Department:		
Directions:			
		og or Web site and indicate any change	
be included on a	separate sheet.	write in additions. Extensive narrative	-
course, or adding	new courses as part of the proposed	proposed. Changes to courses, discon program change, must be approved se at the same time as the program chang	parately
Requested Chang	es:		
102), BOS 182, 25  Add course(s): or Communication, Program title (tit Description Type of award Advisors Articulation infor Show all changes of Rationale for property	n the attached page from the catalog.	Program admission requirements Continuing eligibility requirements Program outcomes Accreditation information Discontinuation (attach program diplan that includes transition of stude timetable for phasing out courses) Other  56 course. Opening up Writing/Communicatives on some concentrations	ents and
ist denartments	that have been consulted regarding	their use of this program.	
Public Service Caree		and and an amorphism	2 g 2
Reviewer	Print Name	Signature \	Date
ator	Joyce Jenkins	Jogge Jenkins	12/19/19
partment Chair	Doug Waters	Cha Wat	1/2/20
ision Dean/Admini		Manulski	1-3-20
Diago	submit completed form to the Office of	Curriculum and Assessment (SC 257 will secure the signature of the VPI and P	). esident.
e President for Ins		torp It	2/3/2020
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ot write in shaded a	rea. Entered in: Banner C&A Data	base 2/1/20 Log File 2/6/20 Board Ap	proval eviewed by Cf Committees 1/20

# WCC General Education Requirements Effective Fall 2018

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

# Course Distribution Requirements

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

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

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

<sup>&</sup>lt;sup>2</sup> From two disciplines

<sup>&</sup>lt;sup>3</sup> From two disciplines

# School of Business and Entrepreneurial Studies

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

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

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

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

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

## Business Office Systems

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

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

# **Associate in Applied Science Degree**

Program Effective Term: Fall 2018

### High Demand Occupation High Skill Occupation High Wage Occupation

### Program is also available online

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

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

#### Articulation

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

Administrativ	ve Assistant (ADMA)	(64 credits)
First Semeste	er village seek militaria ilmakeed valuda ilmakeed valuda et eliberra et eliberra et eliberra et eliberra et e	(13 credits)
BOS 101C	Advanced Keyboarding	1
BOS 106	Electronic Planning, Sharing and Organization	3
BOS 206	Personal Management Application and Internet Resources	2
ENG 111	Composition I	4
	Math Elective(s)	3
Second Seme	ester	(12 credits)
ACC 100 or	Accounting Practices for Business	
ACC 111	Principles of Accounting I	3
BOS 157	Word Processing and Document Formatting I	3
BOS 184	Spreadsheet Software Applications I	3 3 3 3 3
	Arts/Human. Elective(s)	3
Third Semest		(14 credits)
BMG 155	Business on the Internet	3
BOS 207	Presentation Software Applications	2 3 3
BOS 257	Word Processing and Document Formatting II	3
BOS 284	Spreadsheet Software Applications II	3
COM 101 or	Fundamentals of Speaking	
COM 102	Interpersonal Communication	3
Fourth Semes		(12 credits)
BMG 207	Business Communication	3
BOS 182	Database Software Applications	3 3 3 3
BOS 208	Desktop Publishing for the Office	3
	Nat. Sci. Elective(s)	3
Fifth Semeste		(13 credits)
ACC 131	QuickBooks Software	3
BOS 230	Electronic Forms Design	3 3 4
BOS 250	Office Administration	
	Soc. Sci. Elective(s)	3
Minimum Cred	dits Required for the Concentration or Option: 64	

	dministration (LAWA)	(64 credits)
First Semest		(13 credits)
BOS 101C	Advanced Keyboarding	1
BOS 106	Electronic Planning, Sharing and Organization	3 2
BOS 206	Personal Management Application and Internet Resources Math Elective(s)	3
ENG 111	Composition I	4
Second Sem	ester	(12 credits)
ACC 111	Principles of Accounting I	3
BOS 157	Word Processing and Document Formatting I	3
BOS 184	Spreadsheet Software Applications I Arts/Human. Elective(s)	3 3
Third Semes	terner to the fall of the second of the seco	(14 credits)
CJT 130	Introduction to Paralegal Studies	3
BOS 207	Presentation Software Applications	2
BOS 257	Word Processing and Document Formatting II	3
BOS 284	Spreadsheet Software Applications II	3
COM 101	Fundamentals of Speaking	, 12 minute = 15 minute = 15 minute 11 3
Fourth Seme		(12 credits)
BMG 111	Business Law I	3
BMG 155	Business on the Internet	3
BOS 182	Database Software Applications	3
	Nat. Sci. Elective(s)	
Fifth Semes		(13 credits)
BMG 207	Business Communication	3 4
BOS 250	Office Administration	3
CJT 154	Everyday Law I: Law and Civil Liberties Soc. Sci. Elective(s)	3
1200000 = 1		
Minimalina	edite Required for the Concentration or Ontion: 64	
7	edits Required for the Concentration or Option: 64	(c) availte)
7	edits Required for the Concentration or Option: 64 inistrative Assistant (MEDA)	(63 credits)
Medical Adm	ninistrative Assistant (MEDA)	(13 credits)
Medical Adm First Semes BOS 101C	er Advanced Keyboarding	(13 credits)
Medical Adm First Semes BOS 101C BOS 106	Advanced Keyboarding Electronic Planning, Sharing and Organization	(13 credits)
Medical Adm First Semes BOS 101C	Advanced Keyboarding Electronic Planning, Sharing and Organization Personal Management Application and Internet Resources	(13 credits)  1 3 2
Medical Adm First Semest BOS 101C BOS 106 BOS 206	Advanced Keyboarding Electronic Planning, Sharing and Organization Personal Management Application and Internet Resources Math Elective(s)	(13 credits)  1 3 2 3
Medical Adm First Semes BOS 101C BOS 106	Advanced Keyboarding Electronic Planning, Sharing and Organization Personal Management Application and Internet Resources	(13 credits)  1 3 2
Medical Adm First Semes BOS 101C BOS 106 BOS 206 ENG 111 Second Sem	Advanced Keyboarding Electronic Planning, Sharing and Organization Personal Management Application and Internet Resources Math Elective(s) Composition I	(13 credits)  1 3 2 3 4 (13 credits)
Medical Adm First Semest BOS 101C BOS 106 BOS 206 ENG 111 Second Sem BOS 157	Advanced Keyboarding Electronic Planning, Sharing and Organization Personal Management Application and Internet Resources Math Elective(s) Composition I  ester Word Processing and Document Formatting I	(13 credits)  1 3 2 3 4 (13 credits)
Medical Adm First Semest BOS 101C BOS 106 BOS 206 ENG 111 Second Sem BOS 157 BOS 184	Advanced Keyboarding Electronic Planning, Sharing and Organization Personal Management Application and Internet Resources Math Elective(s) Composition I  ester Word Processing and Document Formatting I Spreadsheet Software Applications I	(13 credits)  1 3 2 3 4 (13 credits)
Medical Adm First Semes BOS 101C BOS 106 BOS 206 ENG 111 Second Sem BOS 157 BOS 184 HSC 124	Advanced Keyboarding Electronic Planning, Sharing and Organization Personal Management Application and Internet Resources Math Elective(s) Composition I  ester  Word Processing and Document Formatting I Spreadsheet Software Applications I Medical Terminology	(13 credits)  1 3 2 3 4 (13 credits)
Medical Adm First Semest BOS 101C BOS 106 BOS 206 ENG 111 Second Sem BOS 157 BOS 184	Advanced Keyboarding Electronic Planning, Sharing and Organization Personal Management Application and Internet Resources Math Elective(s) Composition I  ester Word Processing and Document Formatting I Spreadsheet Software Applications I	(13 credits)  1 3 2 3 4 (13 credits)
Medical Adm First Semes BOS 101C BOS 106 BOS 206 ENG 111 Second Sem BOS 157 BOS 184 HSC 124 BIO 109 or BIO 111	Advanced Keyboarding Electronic Planning, Sharing and Organization Personal Management Application and Internet Resources Math Elective(s) Composition I  ester  Word Processing and Document Formatting I Spreadsheet Software Applications I Medical Terminology Essentials of Human Anatomy and Physiology Anatomy and Physiology - Normal Structure and Function	(13 credits)  1 3 2 3 4 (13 credits) 3 3 3 3
Medical Adm First Semest BOS 101C BOS 106 BOS 206 ENG 111 Second Sem BOS 157 BOS 184 HSC 124 BIO 109 or BIO 111 Third Semes	Advanced Keyboarding Electronic Planning, Sharing and Organization Personal Management Application and Internet Resources Math Elective(s) Composition I  ester  Word Processing and Document Formatting I Spreadsheet Software Applications I Medical Terminology Essentials of Human Anatomy and Physiology Anatomy and Physiology - Normal Structure and Function	(13 credits)  1 3 2 3 4 (13 credits) 3 3 4 (14 credits)
Medical Adm First Semes BOS 101C BOS 106 BOS 206 ENG 111 Second Sem BOS 157 BOS 184 HSC 124 BIO 109 or BIO 111 Third Semes BOS 207	Advanced Keyboarding Electronic Planning, Sharing and Organization Personal Management Application and Internet Resources Math Elective(s) Composition I  ester  Word Processing and Document Formatting I Spreadsheet Software Applications I Medical Terminology Essentials of Human Anatomy and Physiology Anatomy and Physiology - Normal Structure and Function  ter Presentation Software Applications	(13 credits)  1 3 2 3 4 (13 credits) 3 3 4 (14 credits) 2
Medical Adm First Semes BOS 101C BOS 106 BOS 206 ENG 111 Second Sem BOS 157 BOS 184 HSC 124 BIO 109 or BIO 111 Third Semes BOS 207 BOS 257	Advanced Keyboarding Electronic Planning, Sharing and Organization Personal Management Application and Internet Resources Math Elective(s) Composition I  ester  Word Processing and Document Formatting I Spreadsheet Software Applications I Medical Terminology Essentials of Human Anatomy and Physiology Anatomy and Physiology - Normal Structure and Function	(13 credits)  1 3 2 3 4 (13 credits) 3 3 4 (14 credits) 2 3 3
Medical Adm First Semes BOS 101C BOS 106 BOS 206 ENG 111 Second Sem BOS 157 BOS 184 HSC 124 BIO 109 or BIO 111 Third Semes BOS 207	Advanced Keyboarding Electronic Planning, Sharing and Organization Personal Management Application and Internet Resources Math Elective(s) Composition I  ester  Word Processing and Document Formatting I Spreadsheet Software Applications I Medical Terminology Essentials of Human Anatomy and Physiology Anatomy and Physiology - Normal Structure and Function  ter  Presentation Software Applications Word Processing and Document Formatting II	(13 credits)  1 3 2 3 4 (13 credits) 3 3 4 (14 credits) 2 3
Medical Adm  First Semes BOS 101C BOS 106 BOS 206  ENG 111  Second Sem BOS 157 BOS 184 HSC 124 BIO 109 or BIO 111  Third Semes BOS 207 BOS 257 BOS 284	Advanced Keyboarding Electronic Planning, Sharing and Organization Personal Management Application and Internet Resources Math Elective(s) Composition I  ester  Word Processing and Document Formatting I Spreadsheet Software Applications I Medical Terminology Essentials of Human Anatomy and Physiology Anatomy and Physiology - Normal Structure and Function  iter  Presentation Software Applications Word Processing and Document Formatting II Spreadsheet Software Applications II	(13 credits)  1 3 2 3 4 (13 credits) 3 4 (14 credits) 2 3 3 3 3
Medical Adm  First Semes BOS 101C BOS 106 BOS 206  ENG 111  Second Sem BOS 157 BOS 184 HSC 124 BIO 109 or BIO 111  Third Semes BOS 207 BOS 257 BOS 284 MBC 223	Advanced Keyboarding Electronic Planning, Sharing and Organization Personal Management Application and Internet Resources Math Elective(s) Composition I  ester  Word Processing and Document Formatting I Spreadsheet Software Applications I Medical Terminology Essentials of Human Anatomy and Physiology Anatomy and Physiology - Normal Structure and Function  iter  Presentation Software Applications Word Processing and Document Formatting II Spreadsheet Software Applications Word Processing and Document Formatting II Spreadsheet Software Applications II Medical Office Procedures	(13 credits)  1 3 2 3 4 (13 credits) 3 3 4 (14 credits) 2 3 3
Medical Adm  First Semesi BOS 101C BOS 106 BOS 206  ENG 111  Second Sem BOS 157 BOS 184 HSC 124 BIO 109 or BIO 111  Third Semesi BOS 207 BOS 257 BOS 257 BOS 257 BOS 284 MBC 223 COM 101 or	Advanced Keyboarding Electronic Planning, Sharing and Organization Personal Management Application and Internet Resources Math Elective(s) Composition I   ester  Word Processing and Document Formatting I Spreadsheet Software Applications I Medical Terminology Essentials of Human Anatomy and Physiology Anatomy and Physiology - Normal Structure and Function  iter  Presentation Software Applications Word Processing and Document Formatting II Spreadsheet Software Applications II Medical Office Procedures Fundamentals of Speaking Interpersonal Communication	(13 credits)  1 3 2 3 4 (13 credits) 3 4 (14 credits) 2 3 3 3 3
Medical Adm  First Semes BOS 101C BOS 106 BOS 206  ENG 111  Second Sem BOS 157 BOS 184 HSC 124 BIO 109 or BIO 111  Third Semes BOS 207 BOS 284 MBC 223 COM 101 or COM 102	Advanced Keyboarding Electronic Planning, Sharing and Organization Personal Management Application and Internet Resources Math Elective(s) Composition I  ester  Word Processing and Document Formatting I Spreadsheet Software Applications I Medical Terminology Essentials of Human Anatomy and Physiology Anatomy and Physiology - Normal Structure and Function  ter  Presentation Software Applications Word Processing and Document Formatting II Spreadsheet Software Applications II Medical Office Procedures Fundamentals of Speaking Interpersonal Communication  ester Arts/Human. Elective(s)	(13 credits)  (13 credits)  (14 credits)  (14 credits)  (15 credits)  (17 credits)  (18 credits)
Medical Adm  First Semesi BOS 101C BOS 106 BOS 206  ENG 111  Second Sem BOS 157 BOS 184 HSC 124 BIO 109 or BIO 111  Third Semesi BOS 207 BOS 257 BOS 257 BOS 257 BOS 284 MBC 223 COM 101 or COM 102  Fourth Semesi	Advanced Keyboarding Electronic Planning, Sharing and Organization Personal Management Application and Internet Resources Math Elective(s) Composition I  ester  Word Processing and Document Formatting I Spreadsheet Software Applications I Medical Terminology Essentials of Human Anatomy and Physiology Anatomy and Physiology - Normal Structure and Function  ter  Presentation Software Applications Word Processing and Document Formatting II Spreadsheet Software Applications II Medical Office Procedures Fundamentals of Speaking Interpersonal Communication  ester Arts/Human. Elective(s) Business on the Internet	(13 credits)  (13 credits)  (14 credits)  (15 credits)  (16 credits)  (17 credits)  (18 credits)  (18 credits)
Medical Adm  First Semesi BOS 101C BOS 106 BOS 206  ENG 111  Second Sem BOS 157 BOS 184 HSC 124 BIO 109 or BIO 111  Third Semesi BOS 207 BOS 257 BOS 257 BOS 284 MBC 223 COM 101 or COM 102  Fourth Semesi BMG 155 BMG 207	Advanced Keyboarding Electronic Planning, Sharing and Organization Personal Management Application and Internet Resources Math Elective(s) Composition I  ester  Word Processing and Document Formatting I Spreadsheet Software Applications I Medical Terminology Essentials of Human Anatomy and Physiology Anatomy and Physiology - Normal Structure and Function  ter  Presentation Software Applications Word Processing and Document Formatting II Spreadsheet Software Applications II Medical Office Procedures Fundamentals of Speaking Interpersonal Communication  ester  Arts/Human, Elective(s) Business on the Internet Business Communication	(13 credits)  (13 credits)  (14 credits)  (15 credits)  (16 credits)  (17 credits)  (18 credits)  (18 credits)
Medical Adm  First Semesi BOS 101C BOS 106 BOS 206  ENG 111  Second Sem BOS 157 BOS 184 HSC 124 BIO 109 or BIO 111  Third Semesi BOS 207 BOS 257 BOS 257 BOS 257 BOS 284 MBC 223 COM 101 or COM 102  Fourth Semesi	Advanced Keyboarding Electronic Planning, Sharing and Organization Personal Management Application and Internet Resources Math Elective(s) Composition I  ester  Word Processing and Document Formatting I Spreadsheet Software Applications I Medical Terminology Essentials of Human Anatomy and Physiology Anatomy and Physiology - Normal Structure and Function  ter  Presentation Software Applications Word Processing and Document Formatting II Spreadsheet Software Applications II Medical Office Procedures Fundamentals of Speaking Interpersonal Communication  ester Arts/Human. Elective(s) Business on the Internet	(13 credits)  (13 credits)  (14 credits)  (15 credits)  (16 credits)  (17 credits)  (18 credits)  (18 credits)

Fifth Semeste	er	(10 credits)
BOS 182	Database Software Applications	(20.010410)
PHL 244	Ethical and Legal Issues in Health Care	
HSC 131	CPR/AED for the Professional Rescuer and First Aid	
1.100	Soc. Sci. Elective(s)	
Minimum Cre	dits Required for the Concentration or Option: 63	
Office Manag	ement (OFMG)	(66 credits)
First Semeste		(13 credits)
BOS 101C	Advanced Keyboarding	1
BOS 106	Electronic Planning, Sharing and Organization	
BOS 206	Personal Management Application and Internet Resources	3
	Math Elective(s)	3
ENG 111	Composition I	4
Second Seme	ester	(15 credits)
ACC 100	Accounting Practices for Business	3
BOS 157	Word Processing and Document Formatting I	3
BOS 184	Spreadsheet Software Applications I	3
BOS 230	Electronic Forms Design	2
7.23 275	Arts/Human. Elective(s)	3
Third Semest	er i i i i i i i i i i i i i i i i i i i	(13 credits)
ACC 110	Payroll Accounting	
BMG 155	Business on the Internet	3
BOS 207	Presentation Software Applications	2
BOS 257	Word Processing and Document Formatting II	Z
COM 101 or	Fundamentals of Speaking	3
COM 102	Interpersonal Communication	and the second of the second o
	The state of the s	3
Fourth Semes BMG 200	Relationship Skills in the Workplace	(12 credits)
BMG 207	Business Communication	3
BOS 182		3
DUS 182	Database Software Applications	3 3
	Nat. Sci. Elective(s)	3
Fifth Semeste		(13 credits)
BMG 240	Human Resources Management	3
BMG 279	Performance Management	3
BOS 250	Office Administration	4
	Soc. Sci. Elective(s)	3
Minimum Cre	dits Required for the Concentration or Option: 66	
Minimum Cred	dits Required for the Program:	63
	and mayor ou for the riograms	63



Done 1/12/18

# **GENERAL EDUCATION REVISION AAS PROGRAM CHANGE FORM 2018-2019**

Due December 8, 2017

Program Code: APBOAD	Program Name: Business Office Administration
Division Code: BCT	Department: Business

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

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

<b>Current General Education Requirements</b>		Revised General Education Requirements 2018-2019		
AAS		AAS		
Writing	3-4 credits	English Composition	3 - 4 credits	
Speech	3 credits	2 <sup>nd</sup> Course in English Composition or one	3 - 4 credits	
Mathematics	3 - 4 credits	course in Communication	0 4 12	
Natural Sciences	3 - 4 credits	Mathematics	3 - 4 credits	
Social & Behavioral Sciences	3 credits	Natural Sciences	3 - 5 credits	
Arts & Humanities	3 credits	Social & Behavioral Sciences	3 credits	
Critical Thinking	0 credits	Arts & Humanities from	3 credits	
Computer & Information Literacy	3 credits	Total	18 credits	
Total	21-24 credits			

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

	REQUESTED CHANGES			
General Education Area				
	Composition – The requirement for one writing/English composition course remains the same. No es will be made unless specifically requested below. (Use Writing Elective or ENG 111)			
Option	nal Change: Use ENG 111 in all four-degree options (ADMA, LAWA, MEDA, and OFMG)			
WCC p	urse in English Composition or one course in Communication reviously required both a second composition/writing course and a communication course. Your s are:  Allow students to select any course that meets composition/writing or communication (recommended).			
2. 3.	Require students to take a specific composition course (identify course below and on semester layout)			

15	Mathematics – The requirement for one mathematics course remains the same. However, the courses that meet the MTA requirement have changed slightly. See the course listing for details
	Optional Change:
	Natural Sciences - The requirement for one natural science course remains the same. No changes will be made unless specifically requested below.
	Optional Change:
	Social & Behavioral Sciences – The requirement for one social and behavioral science course remains the same. No changes will be made unless specifically requested below.
	Optional Change:
	Arts & Humanities – The requirement for one arts and humanities course remains the same. No changes will be made unless specifically requested below. (Note: A department can designate a COM course as a requirement here. The same course cannot be counted in two areas.)
	Optional Change:
	<ol> <li>Computer and Information Literacy</li> <li>The requirement for computer and information literacy has been removed. Your options are:         <ol> <li>Continue to require a specific computer course. If a specific course is required in your program, we will leave it there. If you previously used "Computer and Information Literacy Course," you will need to specify either a specific course or a list of courses from which to choose.</li> </ol> </li> <li>Remove the computer and information literacy course if the program will still meet the minimum of 60 credit hours.</li> <li>Remove the computer and information literacy course and replace the course with elective or other credits as needed to meet the minimum of 60 credit hours.</li> </ol>
	Required Change: N/A

Reviewer	Print Name	Signature	Date
Initiator	Joyce Jenkins	Jague Jankus	12/7/17
Department Chair	Juliane Davis	Cape De	147/17
Division Dean/ Administrator	Eva Camulskil	Maria Manuel Ka	12-8-17
Vice President for Instruction		An lite	1/9/18
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# **Business Office Administration (APBOAD) Associate in Applied Science Degree**

**Program Effective Term:** 

High Demand Occupation High Skill Occupation High Wage Occupation

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

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

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

### Minimum Concentration Credits Required for the Program:

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

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

### **Business Office Administration Concentrations**

Administrativ	ve Assistant (ADMA)	(65 credits)
First Semest	er live the same was the same of the same	(14 credits)
BOS 101C	Advanced Keyboarding	1
BOS 106	Electronic Planning, Sharing and Organization	3
BOS 206	Personal Management Application and Internet Resources	2
	Writing Elective(s)*	4
	Math Elective(s)	4
Second Seme	estern tell for a superior and a sup	(12 credits)
ACC 100 or	Accounting Practices for Business	
ACC 111	Principles of Accounting I	3
BOS 157	Word Processing and Document Formatting I	3 3
BOS 184	Spreadsheet Software Applications I	3
	Arts/Human. Elective(s)	3
Third Semest		(14 credits)
BMG 155	Business on the Internet	3
BOS 207	Presentation Software Applications	2
BOS 257	Word Processing and Document Formatting II	3 3
BOS 284	Spreadsheet Software Applications II	
	Speech Elective(s)**	3
Fourth Seme	ster	(12 credits)
BMG 207	Business Communication	3
BOS 182	Database Software Applications	3
BOS 208	Desktop Publishing for the Office	3
	Nat. Sci. Elective(s)	3
Fifth Semest	er by a first way a state of the state of th	(13 credits)
ACC 131	QuickBooks Software	3
BOS 230	Electronic Forms Design	3
BOS 250	Office Administration	4
	Soc. Sci. Elective(s)	3

Minimum Credits Required for the Concentration or Option: 65

Law Office A	dministration (LAWA)	(65 credits)
First Semest		(14 credits)
BOS 101C	Advanced Keyboarding	1
BOS 106	Electronic Planning, Sharing and Organization	3
BOS 206	Personal Management Application and Internet Resources	2
	Math Elective(s)	4
	Writing Elective(s)*	4
Second Semi	orton	(12 credits)
ACC 111	Principles of Accounting I	3
BOS 157	Word Processing and Document Formatting I	3
BOS 184	Spreadsheet Software Applications I	3
	Arts/Human. Elective(s)	3
		Zava we v
Third Semes		(14 credits)
CJT 130	Introduction to Paralegal Studies	3
BOS 207	Presentation Software Applications	_ 2
BOS 257	Word Processing and Document Formatting II	3 3
BOS 284	Spreadsheet Software Applications II Speech Elective(s)**	3
	Speech Liective(s)	
Fourth Seme	ster	(12 credits)
BMG 111	Business Law I	3
BMG 155	Business on the Internet	3
BOS 182	Database Software Applications	3
	Nat. Sci. Elective(s)	3
Fifth Semest	or the second se	(13 credits)
BMG 207	Business Communication	3
BOS 250	Office Administration	4
CJT 154	Everyday Law I: Law and Civil Liberties	3
	Soc. Sci. Elective(s)	3
Minimum Cu	edits Required for the Concentration or Option: 65	
Million Cit	suits required for the contectitiation of options	
		(64 credits)
Medical Adm	inistrative Assistant (MEDA)	(64 credits)
	inistrative Assistant (MEDA)	(64 credits)
Medical Adm First Semest BOS 101C	inistrative Assistant (MEDA)	
First Semest	er Advanced Keyboarding	(14 credits) 1 3
First Semest BOS 101C	inistrative Assistant (MEDA)	(14 credits) 1 3 2
First Semest BOS 101C BOS 106	er Advanced Keyboarding Electronic Planning, Sharing and Organization	(14 credits) 1 3 2 4
First Semest BOS 101C BOS 106	er Advanced Keyboarding Electronic Planning, Sharing and Organization Personal Management Application and Internet Resources	(14 credits) 1 3 2
BOS 101C BOS 106 BOS 206	Advanced Keyboarding Electronic Planning, Sharing and Organization Personal Management Application and Internet Resources Math Elective(s) Writing Elective(s)*	(14 credits) 1 3 2 4
BOS 101C BOS 106 BOS 206	Advanced Keyboarding Electronic Planning, Sharing and Organization Personal Management Application and Internet Resources Math Elective(s) Writing Elective(s)*  ester	(14 credits) 1 3 2 4 4 (13 credits)
BOS 101C BOS 106 BOS 206 Second Semi- BOS 157	Advanced Keyboarding Electronic Planning, Sharing and Organization Personal Management Application and Internet Resources Math Elective(s) Writing Elective(s)*  ester Word Processing and Document Formatting I	(14 credits)  1 3 2 4 4 (13 credits)
BOS 101C BOS 106 BOS 206 Second Semi- BOS 157 BOS 184	Advanced Keyboarding Electronic Planning, Sharing and Organization Personal Management Application and Internet Resources Math Elective(s) Writing Elective(s)*  ester Word Processing and Document Formatting I Spreadsheet Software Applications I	(14 credits) 1 3 2 4 4 (13 credits)
First Semest BOS 101C BOS 106 BOS 206 Second Semu BOS 157 BOS 184 HSC 124	Advanced Keyboarding Electronic Planning, Sharing and Organization Personal Management Application and Internet Resources Math Elective(s) Writing Elective(s)*  ester  Word Processing and Document Formatting I Spreadsheet Software Applications I Medical Terminology	(14 credits)  1 3 2 4 4 (13 credits) 3 3
BOS 101C BOS 106 BOS 206 Second Semi- BOS 157 BOS 184	Advanced Keyboarding Electronic Planning, Sharing and Organization Personal Management Application and Internet Resources Math Elective(s) Writing Elective(s)*  ester Word Processing and Document Formatting I Spreadsheet Software Applications I	(14 credits)  1 3 2 4 4 (13 credits)
BOS 101C BOS 106 BOS 206 Second Semi- BOS 157 BOS 184 HSC 124 BIO 109 or BIO 111	Advanced Keyboarding Electronic Planning, Sharing and Organization Personal Management Application and Internet Resources Math Elective(s) Writing Elective(s)*  ester  Word Processing and Document Formatting I Spreadsheet Software Applications I Medical Terminology Essentials of Human Anatomy and Physiology Anatomy and Physiology - Normal Structure and Function	(14 credits)  1 3 2 4 4 (13 credits) 3 3 3 4-5
BOS 101C BOS 106 BOS 206  Second Semi- BOS 157 BOS 184 HSC 124 BIO 109 or BIO 111  Third Semes	Advanced Keyboarding Electronic Planning, Sharing and Organization Personal Management Application and Internet Resources Math Elective(s) Writing Elective(s)*  ester  Word Processing and Document Formatting I Spreadsheet Software Applications I Medical Terminology Essentials of Human Anatomy and Physiology Anatomy and Physiology - Normal Structure and Function	(14 credits)  1 3 2 4 4 (13 credits) 3 3 3 4-5 (14 credits)
BOS 101C BOS 106 BOS 206  Second Semilor BOS 157 BOS 184 HSC 124 BIO 109 or BIO 111  Third Semes BOS 207	Advanced Keyboarding Electronic Planning, Sharing and Organization Personal Management Application and Internet Resources Math Elective(s) Writing Elective(s)*  ester  Word Processing and Document Formatting I Spreadsheet Software Applications I Medical Terminology Essentials of Human Anatomy and Physiology Anatomy and Physiology - Normal Structure and Function  ter Presentation Software Applications	(14 credits)  1 3 2 4 4 (13 credits) 3 3 3 4-5 (14 credits)
First Semest BOS 101C BOS 106 BOS 206 Second Seme BOS 157 BOS 184 HSC 124 BIO 109 or BIO 111 Third Semes BOS 207 BOS 257	Advanced Keyboarding Electronic Planning, Sharing and Organization Personal Management Application and Internet Resources Math Elective(s) Writing Elective(s)*  ester  Word Processing and Document Formatting I Spreadsheet Software Applications I Medical Terminology Essentials of Human Anatomy and Physiology Anatomy and Physiology - Normal Structure and Function  ter Presentation Software Applications Word Processing and Document Formatting II	(14 credits)  1 3 2 4 4 (13 credits) 3 3 3 4-5 (14 credits)
First Semest BOS 101C BOS 106 BOS 206 Second Semest BOS 157 BOS 184 HSC 124 BIO 109 or BIO 111 Third Semest BOS 207 BOS 257 BOS 284	Advanced Keyboarding Electronic Planning, Sharing and Organization Personal Management Application and Internet Resources Math Elective(s) Writing Elective(s)*  ester  Word Processing and Document Formatting I Spreadsheet Software Applications I Medical Terminology Essentials of Human Anatomy and Physiology Anatomy and Physiology - Normal Structure and Function  ter Presentation Software Applications Word Processing and Document Formatting II Spreadsheet Software Applications II	(14 credits)  1 3 2 4 4 (13 credits) 3 3 3 4-5 (14 credits) 2 3 3
First Semest BOS 101C BOS 106 BOS 206 Second Seme BOS 157 BOS 184 HSC 124 BIO 109 or BIO 111 Third Semes BOS 207 BOS 257	Advanced Keyboarding Electronic Planning, Sharing and Organization Personal Management Application and Internet Resources Math Elective(s) Writing Elective(s)*  ester  Word Processing and Document Formatting I Spreadsheet Software Applications I Medical Terminology Essentials of Human Anatomy and Physiology Anatomy and Physiology - Normal Structure and Function  ter  Presentation Software Applications Word Processing and Document Formatting II Spreadsheet Software Applications Word Processing and Document Formatting II Spreadsheet Software Applications II Medical Office Procedures	(14 credits)  1 3 2 4 4 (13 credits) 3 3 3 4-5 (14 credits) 2 3 3 3 3
First Semest BOS 101C BOS 106 BOS 206 Second Semest BOS 157 BOS 184 HSC 124 BIO 109 or BIO 111 Third Semest BOS 207 BOS 257 BOS 284	Advanced Keyboarding Electronic Planning, Sharing and Organization Personal Management Application and Internet Resources Math Elective(s) Writing Elective(s)*  ester  Word Processing and Document Formatting I Spreadsheet Software Applications I Medical Terminology Essentials of Human Anatomy and Physiology Anatomy and Physiology - Normal Structure and Function  ter Presentation Software Applications Word Processing and Document Formatting II Spreadsheet Software Applications II	(14 credits)  1 3 2 4 4 (13 credits) 3 3 3 4-5 (14 credits) 2 3 3
First Semest BOS 101C BOS 106 BOS 206 Second Semest BOS 157 BOS 184 HSC 124 BIO 109 or BIO 111 Third Semest BOS 207 BOS 257 BOS 284	Advanced Keyboarding Electronic Planning, Sharing and Organization Personal Management Application and Internet Resources Math Elective(s) Writing Elective(s)*  ester  Word Processing and Document Formatting I Spreadsheet Software Applications I Medical Terminology Essentials of Human Anatomy and Physiology Anatomy and Physiology - Normal Structure and Function  ter  Presentation Software Applications Word Processing and Document Formatting II Spreadsheet Software Applications Word Processing and Document Formatting II Spreadsheet Software Applications II Medical Office Procedures Speech Elective(s)**	(14 credits)  1 3 2 4 4 (13 credits) 3 3 3 4-5 (14 credits) 2 3 3 3 3 (13 credits)
First Semest BOS 101C BOS 106 BOS 206  Second Semest BOS 157 BOS 184 HSC 124 BIO 109 or BIO 111  Third Semest BOS 207 BOS 257 BOS 257 BOS 284 MBC 223	Advanced Keyboarding Electronic Planning, Sharing and Organization Personal Management Application and Internet Resources Math Elective(s) Writing Elective(s)*	(14 credits)  1 3 2 4 4 (13 credits) 3 3 3 4-5 (14 credits) 2 3 3 3 3 (13 credits)
First Semest BOS 101C BOS 106 BOS 206  Second Semest BOS 157 BOS 184 HSC 124 BIO 109 or BIO 111  Third Semest BOS 207 BOS 257 BOS 257 BOS 284 MBC 223	Advanced Keyboarding Electronic Planning, Sharing and Organization Personal Management Application and Internet Resources Math Elective(s) Writing Elective(s)*  ester Word Processing and Document Formatting I Spreadsheet Software Applications I Medical Terminology Essentials of Human Anatomy and Physiology Anatomy and Physiology - Normal Structure and Function  ter Presentation Software Applications Word Processing and Document Formatting II Spreadsheet Software Applications Word Processing and Document Formatting II Spreadsheet Software Applications II Medical Office Procedures Speech Elective(s)**  ster Arts/Human. Elective(s) Business on the Internet	(14 credits)  1 3 2 4 4 (13 credits) 3 3 3 4-5 (14 credits) 2 3 3 3 (15 credits) 3 3
First Semest BOS 101C BOS 106 BOS 206  Second Semest BOS 157 BOS 184 HSC 124 BIO 109 or BIO 111  Third Semest BOS 207 BOS 257 BOS 257 BOS 284 MBC 223  Fourth Semest BMG 155 BMG 207	Advanced Keyboarding Electronic Planning, Sharing and Organization Personal Management Application and Internet Resources Math Elective(s) Writing Elective(s)*    Word Processing and Document Formatting I Spreadsheet Software Applications I Medical Terminology Essentials of Human Anatomy and Physiology Anatomy and Physiology - Normal Structure and Function    ter  Presentation Software Applications Word Processing and Document Formatting II Spreadsheet Software Applications Word Processing and Document Formatting II Spreadsheet Software Applications II Medical Office Procedures Speech Elective(s)**   Ster  Arts/Human. Elective(s) Business on the Internet Business Communication	(14 credits)  1 3 2 4 4 (13 credits) 3 3 3 4-5 (14 credits) 2 3 3 3 (13 credits) 3 3 3 3
First Semest BOS 101C BOS 106 BOS 206  Second Semest BOS 157 BOS 184 HSC 124 BIO 109 or BIO 111  Third Semest BOS 207 BOS 257 BOS 257 BOS 284 MBC 223  Fourth Semest	Advanced Keyboarding Electronic Planning, Sharing and Organization Personal Management Application and Internet Resources Math Elective(s) Writing Elective(s)*  ester Word Processing and Document Formatting I Spreadsheet Software Applications I Medical Terminology Essentials of Human Anatomy and Physiology Anatomy and Physiology - Normal Structure and Function  ter Presentation Software Applications Word Processing and Document Formatting II Spreadsheet Software Applications Word Processing and Document Formatting II Spreadsheet Software Applications II Medical Office Procedures Speech Elective(s)**  ster Arts/Human. Elective(s) Business on the Internet	(14 credits)  1 3 2 4 4 (13 credits) 3 3 3 4-5 (14 credits) 2 3 3 3 (13 credits) 3 3

Fifth Semes	fer the second of the second o	(10 credits)
BOS 182	Database Software Applications	3
PHL 244	Ethical and Legal Issues in Health Care	3
HSC 131	CPR/AED for the Professional Rescuer and First Aid	1
	Soc. Sci. Elective(s)	3
Minimum Cr	redits Required for the Concentration or Option: 64	
Office Mana	gement (OFMG)	(67 credits)
First Semes	fer the second of the second o	(14 credits)
BOS 101C	Advanced Keyboarding	1
BOS 106	Electronic Planning, Sharing and Organization	3
BOS 206	Personal Management Application and Internet Resources	2
	Math Elective(s)	4
	Writing Elective(s)*	4
Second Sen		(15 credits)
ACC 100	Accounting Practices for Business	3
BOS 157	Word Processing and Document Formatting I	3 3
BOS 184	Spreadsheet Software Applications I	3
BOS 230	Electronic Forms Design	3
	Arts/Human. Elective(s)	3
Third Seme		(13 credits)
ACC 110	Payroll Accounting	2 3 2 3
BMG 155	Business on the Internet	3
BOS 207	Presentation Software Applications	3
BOS 257	Word Processing and Document Formatting II	3
	Speech Elective(s)**	
Fourth Sem		(12 credits)
BMG 200	Relationship Skills in the Workplace	3
BMG 207	Business Communication	3 3
BOS 182	Database Software Applications	3
	Nat. Sci. Elective(s)	3
Fifth Semes	ter to the fact that the second of the secon	(13 credits)
BMG 240	Human Resources Management	3
BMG 279	Performance Management	3 4
BOS 250	Office Administration	
	Soc. Sci. Elective(s)	3
Minimum Cı	redits Required for the Concentration or Option: 67	
Minimum Cı	edits Required for the Program:	64

### Notes:

<sup>\*</sup>ENG 111 is recommended. \*\*COM 101 is recommended.

Effective Term: Fall 2017

# PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code: Program Name: Business Office Administration

APBOAD with MEDA					
Division Code: BCTD Depart	rtment: Business				
Directions:					
	_	Web site and indicate any changes to be made.			
2. Draw lines through any text tha a separate sheet.	t should be deleted and write	in additions. Extensive narrative changes can be included on			
3. Check the boxes below for each	type of change being propos	sed. Changes to courses, discontinuing a course, or adding			
new courses as part of the prope	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		Program admission requirements			
Remove course(s): MBC 185,	HSC 115 and BIO 102	Continuing eligibility requirements			
Add course(s): PHL		Program outcomes			
Program title (title was)		Accreditation information			
Description		Discontinuation (attach program discontinuation			
Type of award		plan that includes transition of students and timetable			
Advisors		for phasing out courses)			
Articulation information		Other			
Show all changes on the attached	page from the catalog.				
Rationale for proposed change	es or discontinuation:				
Courses being inactivated or no long	ger required in the program.				
Financial/staffing/equipment/	space implications:				
N/A	space implications.				
N/A					
List departments that have bee	n consulted regarding their	r use of this program.			
Health Sciences					
Signatures:					
Reviewer	Print Name	Signature Date			
T to the	Iorra Ionkina	Joyce Jerten 1/26/17			
Initiator	Joyce Jenkins				
Department Chair	Julianne Davies	Alu My 124/17			
Division Dean/Administrator	Kimberly Hurns	Jon /4 / 1/30/17			
Vice President for Instruction	William Abernethy	2/20/17			
President  Do not write in shaded area. Entered i	Rappas 102 Ce A Darabasa	203/7 Log File 2 24/17 Board Approval NA			
	1 1 1	AAT)			
Please submit completed form to	the Office of Curriculum and I	Assessment (SC 257).			

# **ACADEMICS**

# Business Office Administration (APBOAD)

Associate in Applied Science Degree

2014 - 2015 2015 - 2016 2016 - 2017

### Description

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

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

### Articulation

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

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

## Contact Information

**Division:** Business/Computer Technologies **Department:** Business Office Systems Dept

Advisors: <u>Joyce Jenkins</u>

Sandro Tuccinardi

### Requirements

(Items marked in orange are available online.)

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

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

## First Semester

Class	Title	Credits
BOS 101C	Advanced Keyboarding	1
BOS 105	Electronic Planning, Sharing and Organization	3
BOS 206	Personal Management Application and Internet Resources	2
Elective(s)	<u>Math</u>	4
Elective(s)	Writing *	4
Total		14
Class BOS 157	ester BIO 109 OF BIO []  Title  Word Processing and Document Formatting I	(4-5 Cr) Credits
		3
HSC 124  Elective(s)  Total	Spreadsheet Software Applications I  Medical Terminology  Arts and Humanities	4h Semester 3 13-1
Third Semes	ter	
OI.	m*il	011

Class	Title	Credits	
BOS 207	Presentation Software Applications	2	
BOS 257	Word Processing and Document Formatting II	3	
MBC 185	Medical Computer Skills and Electronic Health Records— ROS	284 3	Spreadsheet Software Applications II
MBC 223	Medical Office Procedures	3	
Elective(s)	Speech **	3	

Total	Λ	14
Fourth Seme	ester Elective Arts & Humanities	(3)
Class	Title	Credits Delete B10 102
BIO 102	or Human Biology	Delete Dio
BIO 109	or Essentials of Human Anatomy and Physiology	7 11 + 2 - 2
BIO 111	Anatomy and Physiology - Normal Structure and Function	Delete pro.  4-5 + Move to 2nd  Same of the
BMG 155	Business on the Internet	Semester
BMG 207	Business Communication	3
MBC 224	Medical Insurance and Reimbursement	4 -10
Total		14-15 13
Class BOS 182	Title DHL 244-Ethics (3) Database Software Applications	Credits 3
H3C 115	Clinical Procedures for Administrative Medical Assistants	2
HSC 131	CPR/AED for the Professional Rescuer and First Aid	1
Elective(s)	Social and Behavioral Science	3 17
Total		9
	Total Credits Required:	63 - 64
<ul> <li>Office Man</li> </ul>	nagement (OFMG)	(1) 15
Footnotes		(0H-60)
*ENG 111 is re	ecommended.	

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Feedback & Suggestions / Social Media Directory Notice of Nondiscrimination

# Business Office Administration (APBOAD) Associate in Applied Science Degree

Program Effective Term: Fall 2016

High Demand Occupation High Skill Occupation High Wage Occupation

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

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

#### **Articulation:**

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

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

### Minimum Concentration Credits Required for the Program:

63

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

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

### **Business Office Administration Concentrations**

Administrative	Assistant (ADMA)	(65 credits)
BOS 101C BOS 106 BOS 206	Advanced Keyboarding Electronic Planning, Sharing and Organization Personal Management Application and Internet Resources Writing Elective(s)* Math Elective(s)	1 3 2 4 4
ACC 100 or ACC 111 BOS 157 BOS 184	Accounting Practices for Business Principles of Accounting I Word Processing and Document Formatting I Spreadsheet Software Applications I Arts/Human. Elective(s)	3 3 3 3
BMG 155 BOS 207 BOS 257 BOS 284	Business on the Internet Presentation Software Applications Word Processing and Document Formatting II Spreadsheet Software Applications II Speech Elective(s)**	3 2 3 3 3
BMG 207 BOS 182 BOS 208	Business Communication Database Software Applications Desktop Publishing for the Office Nat. Sci. Elective(s)	3 3 3 3
ACC 131 BOS 230 BOS 250	Accounting Information Systems Electronic Forms Design Office Administration Soc. Sci. Elective(s)	3 3 4 3

Minimum Credits Required for the Concentration or Option: 65

Law Office A	dministration (LAWA)	(65 credits)
THE TRACK STATE		
BOS 101C	Advanced Keyboarding	1
BOS 106	Electronic Planning, Sharing and Organization	3
BOS 206	Personal Management Application and Internet Resources	2
	Math Elective(s) Writing Elective(s)*	4
	Withing Elective(3)	7
ACC 111	Deinciples of Association I	
BOS 157	Principles of Accounting I Word Processing and Document Formatting I	3 3
BOS 184	Spreadsheet Software Applications I	3
	Arts/Human. Elective(s)	3
Carrier and Carrie		
CJT 130	Introduction to Paralegal Studies	3
BOS 207	Presentation Software Applications	2
BOS 257	Word Processing and Document Formatting II	3
BOS 284	Spreadsheet Software Applications II Speech Elective(s)**	3 3
		J
BMG 111	Business Law I	est state a la l
BMG 155	Business on the Internet	3
BOS 182	Database Software Applications	3
	Nat. Sci. Elective(s)	3
The second		
BMG 207	Business Communication	3
BOS 250	Office Administration	4
CJT 154	Everyday Law I: Law and Civil Liberties Soc. Sci. Elective(s)	3 3
Minimum Cre	odits Required for the Concentration or Option: 65	
Medical Adm	inistrative Assistant (MEDA)	(63 credits)
BOS 101C	Advanced Keyboarding	1
BOS 106	Electronic Planning, Sharing and Organization	3
BOS 206	Personal Management Application and Internet Resources	2
	Math Elective(s)	4
	Writing Elective(s)*	4
POC 1 57	Word December and December Formatting I	3
BOS 157 BOS 184	Word Processing and Document Formatting I Spreadsheet Software Applications I	3
HSC 124	Medical Terminology	3
.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	Arts/Human. Elective(s)	3
Toda Tala		
BOS 207	Presentation Software Applications	2
BOS 257	Word Processing and Document Formatting II	3
MBC 185	Medical Computer Skills and Electronic Health Records	3 3
MBC 223	Medical Billing and Coding Speech Elective(s)**	3
	Specific Elective(3)	
BIO 102 or	Human Biology	
BIO 109 or	Essentials of Human Anatomy and Physiology	
BIO 111	Anatomy and Physiology - Normal Structure and Function	4-5
BMG 155		2
	Business on the Internet	3
BMG 207 MBC 224	Business on the Internet Business Communication Medical Insurance and Reimbursement	3 4

BOS 182 HSC 115 HSC 131	Database Software Applications Clinical Procedures for Administrative Medical Assistants CPR/AED for the Professional Rescuer and First Aid Soc. Sci. Elective(s)	3 2 1 3
Minimum Cr	edits Required for the Concentration or Option: 63	
Office Mana	gement (OFMG)	(67 credits)
BOS 101C BOS 106 BOS 206	Advanced Keyboarding Electronic Planning, Sharing and Organization Personal Management Application and Internet Resources Math Elective(s) Writing Elective(s)*	1 3 2 4 4
ACC 100 BOS 157 BOS 184 BOS 230	Accounting Practices for Business Word Processing and Document Formatting I Spreadsheet Software Applications I Electronic Forms Design Arts/Human. Elective(s)	33 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3
ACC 110 BMG 155 BOS 207 BOS 257	Payroll Accounting Business on the Internet Presentation Software Applications Word Processing and Document Formatting II Speech Elective(s)**	2 3 2 3 3 3
BMG 200 BMG 207 BOS 182	Relationship Skills in the Workplace Business Communication Database Software Applications Nat. Sci. Elective(s)	
BMG 240 BMG 279 BOS 250	Human Resources Management Performance Management Office Administration Soc. Sci. Elective(s)	3 3 4 3
Minimum Cr	edits Required for the Concentration or Option: 67	
Minimum Cr	edits Required for the Program:	63

## Notes:

<sup>\*</sup>ENG 111 is recommended.

<sup>\*\*</sup>COM 101 is recommended.

# PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code: APBOAD Pro	ogram Name: Business Offic	ce Administration Effective Term:	201609
Division Code: BCT Depar	rtment: Business		୍ଷ ୁଖ କ୍ଲୀ ଫୁ
Directions:			111
1. Attach the current program listi	ng from the WCC catalog or V	Web site and indicate any changes to be made	le.
	_	n additions. Extensive narrative changes ca	7 Fe
	osed program change, must be	ed. Changes to courses, discontinuing a cou approved separately using a Master Syllabu form.	
Requested Changes:			
Review Remove course(s):BOS 17 Add course(s):Program title (title was) Description Type of award Advisors Articulation information		Program admission requirements Continuing eligibility requirements Program outcomes Accreditation information Discontinuation (attach program displan that includes transition of stude for phasing out courses) Other	
Show all changes on the attached	page from the catalog.		
required to complete BMG 207 (Bus	l of 2016. Students completing the siness Communication), which is a	e Medical Administrative Assistant (MEDA) op already listed within the MEDA option.	tion will then be
Financial/staffing/equipment/ N/A	space implications:		
List departments that have bee	n consulted regarding their	use of this program.	
Signatures:			
Reviewer	Print Name	Signature	Date
Initiator	Joyce Jenkins	Joyce Jenam	2/11/16
Department Chair	Julianne Davies	Jelingen	4/4/14
Division Dean/Administrator	Kimberly Hurns	for /u	2/18/16
Vice President for Instruction	Michael Nealon	/	, ,
President			
Do not write in shaded area. Entered in	1: Banner C&A Database_	Log File Board Approval	

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

# **ACADEMICS**

# Business Office Administration (APBOAD)

Associate in Applied Science Degree

2013 - 2014 2014 - 2015 2015 - 2016

## Description

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

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

### Articulation

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

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

### Contact Information

**Division:** Business/Computer Technologies **Department:** Business Office Systems Dept

Advisors: <u>Joyce Jenkins</u> <u>Sandro Tuccinardi</u>

### Requirements

(Items marked in orange are available online.)

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

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

### First Semester

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

### Second Semester

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

### Third Semester

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

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Total			14	
Fourth Se	meste	or .		
Class		Title	Credits	
BIO 102	or	Human Biology		
BIO 109	or	Essentials of Human Anatomy and Physiology		
BIO 111		Anatomy and Physiology - Normal Structure and Function	4 - 5	
BMG 155		Business on the Internet	3	
BMG 207		Business Communication	3	
BOS 175		Medical Office Communication	2-3	-
BOS 224		Medical Insurance and Reimbursement	4	
Total				14-15
Fifth Sem	ester			
Class		Title	Credits	
BO\$ 182		Database Software Applications	3	
HSC 115		Clinical Procedures for Administrative Medical Assistants	2	
HSC 131		CPR/AED for the Professional Rescuer and First Aid	1	
Elective(s)		Social and Behavioral Science	3	
Total			9	
		То	tal Credits Required: 62 - 64	

Office Management (OFMG)

## Footnotes

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<sup>\*</sup>ENG 111 is recommended.

<sup>\*\*</sup>COM 101 is recommended.

## PROGRAM CHANGE OR DISCONTINUATION FORM

Effective Term: 201609 Program Code: APBOAD Program Name: Business Office Administration 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 Program admission requirements Remove course(s): BOS 211 Continuing eligibility requirements Add course(s): \_\_\_\_\_CIT 130 Program outcomes Program title (title was \_\_\_\_\_) Accreditation information Description Discontinuation (attach program discontinuation Type of award plan that includes transition of students and timetable Advisors for phasing out courses) Articulation information Other\_\_\_\_ Show all changes on the attached page from the catalog. Rationale for proposed changes or discontinuation: The BOS 211 (Intro to Paralegal Studies) course was created prior to the AAPSPL (Paralegal Studies/Pre-Law) program being developed. Course being updated as CJT 130 (Intro to Paralegal Studies). Financial/staffing/equipment/space implications: N/A List departments that have been consulted regarding their use of this program. Public Service Careers Signatures: Print Name Date Reviewer Initiator Joyce Jenkins Department Chair **Julianne Davies** Division Dean/Administrator Kimberly Hurns Vice President for Instruction Michael Nealon

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

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http://www.wccnet.edu/departments/curriculum

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# **ACADEMICS**

# Business Office Administration (APBOAD)

Associate in Applied Science Degree

2013 - 2014 2014 - 2015 2015 - 2016

### Description

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

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

### Articulation

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

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

## Contact Information

Division: Business/Computer Technologies
Department: Business Office Systems Dept

Advisors: Joyce Jenkins

Sandro Tuccinardi

### Requirements

(Items marked in orange are available online.)

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

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

### First Semester

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

### Second Semester

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

## Third Semester

i illi u Seilles	tei		
Class	Title		Credits
BOS 207	Presentation Software Applications		2
805 ZIT	Introduction to Paralegal Studies	130	3
BOS 257	Word Processing and Document Formatting II	( 22 )	3
BOS 284	Spreadsheet Software Applications II		3
Elective(s)	Speech **		3
Total			14

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### Fourth Semester

Class	Title	Credits
BMG 111	Business Law I	3
BMG 155	Business on the Internet	3
BOS 182	Database Software Applications	3
Elective(s)	Natural Sciences	3
Total		12

### Fifth Semester

Class	Title	Credits
BMG 207	Business Communication	3
BOS 250	Office Administration	4
CJT 154	Everyday Law I: Law and Civil Liberties	3
Elective(s)	Social and Behavioral Science	3
Total		13

Total Credits Required: 65

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

### **Footnotes**

\*ENG 111 is recommended.

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<sup>\*\*</sup>COM 101 is recommended.

# School of Business and Entrepreneurial Studies

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

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

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

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

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

## **Business Office Systems**

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

# Business Office Administration (APBOAD) Associate in Applied Science Degree

Program Effective Term: Fall 2015

High Demand Occupation High Skill Occupation High Wage Occupation

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

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

#### **Articulation:**

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

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

### Minimum Concentration Credits Required for the Program:

62

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

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

### **Business Office Administration Concentrations**

Administrati	ve Assistant (ADMA)	(65 credits)
First Semest	er	(14 credits)
BOS 101C	Advanced Keyboarding	1
BOS 106	Electronic Planning, Sharing and Organization	3
BOS 206	Personal Management Application and Internet Resources	2
	Writing Elective(s)*	4
	Math Elective(s)	4
Second Seme	ester	(12 credits)
ACC 100 or	Accounting Practices for Business	
ACC 111	Principles of Accounting I	3
BOS 157	Word Processing and Document Formatting I	3
BOS 184	Spreadsheet Software Applications I	3
	Arts/Human. Elective(s)	3
Third Semes	ter	(14 credits)
BMG 155	Business on the Internet	3
BOS 207	Presentation Software Applications	2
BOS 257	Word Processing and Document Formatting II	3
BOS 284	Spreadsheet Software Applications II	3
	Speech Elective(s)**	3
Fourth Seme	ster	(12 credits)
BMG 207	Business Communication	3
BOS 182	Database Software Applications	3
BOS 208	Desktop Publishing for the Office	3 3
	Nat. Sci. Elective(s)	3
Fifth Semest	er en	(13 credits)
ACC 131	Accounting Information Systems	3
BOS 230	Electronic Forms Design	3
BOS 250	Office Administration	4
	Soc. Sci. Elective(s)	3
	\-\\\-\\\-\\\\-\\\\\\\\\\\\\\\\\\\\\\\	

Minimum Credits Required for the Concentration or Option: 65

	Administration (LAWA)	(65 credits
First Semes	ler de la companya de	(14 credits
BOS 101C	Advanced Keyboarding	
BOS 106	Electronic Planning, Sharing and Organization	and the state of t
BOS 206	Personal Management Application and Internet Resources	
	Math Elective(s) Writing Elective(s)*	
	withing Elective(s)	CACH (Inter the America Herrison) is a subset of supported they specified all subsets of a 1 to 1
Second Sem		(12 credits
ACC 111	Principles of Accounting I	
BOS 157 BOS 184	Word Processing and Document Formatting I Spreadsheet Software Applications I	
DUS 104	Arts/Human. Elective(s)	
Third Semes BOS 207	Presentation Software Applications	(14 credits
BOS 211	Introduction to Paralegal Studies	
BOS 257	Word Processing and Document Formatting II	
BOS 284	Spreadsheet Software Applications II	
DOS 204	Speech Elective(s)**	
Fourth Sem	actor	(12 credits)
BMG 111	Business Law I	(12 Cledits)
BMG 155	Business on the Internet	3
BOS 182	Database Software Applications	3
	Nat. Sci. Elective(s)	3
Fifth Semes	ter	(13 credits)
BMG 207	Business Communication	
BOS 250	Office Administration	4
CJT 154	Everyday Law I: Law and Civil Liberties	3
	Soc. Sci. Elective(s)	3
Minimum Cr	edits Required for the Concentration or Option: 65	
Medical Adn	ninistrative Assistant (MEDA)	(62 credits)
ET A C		
First Semes BOS 101C		(14 evadite)
BOS 1016		
BOS 206	Advanced Keyboarding	
DO3 200	Advanced Keyboarding Electronic Planning, Sharing and Organization	
	Advanced Keyboarding Electronic Planning, Sharing and Organization Personal Management Application and Internet Resources	1 3 2
	Advanced Keyboarding Electronic Planning, Sharing and Organization Personal Management Application and Internet Resources Math Elective(s)	1 3 2 4
C1C	Advanced Keyboarding Electronic Planning, Sharing and Organization Personal Management Application and Internet Resources Math Elective(s) Writing Elective(s)*	1 3 2 4 4
	Advanced Keyboarding Electronic Planning, Sharing and Organization Personal Management Application and Internet Resources Math Elective(s) Writing Elective(s)*  ester	1 3 2 4 4 4 (12 credits)
BOS 157	Advanced Keyboarding Electronic Planning, Sharing and Organization Personal Management Application and Internet Resources Math Elective(s) Writing Elective(s)*  ester Word Processing and Document Formatting I	(12 credits)
BOS 157 BOS 184	Advanced Keyboarding Electronic Planning, Sharing and Organization Personal Management Application and Internet Resources Math Elective(s) Writing Elective(s)*  ester  Word Processing and Document Formatting I Spreadsheet Software Applications I	(12 credits)
BOS 157 BOS 184	Advanced Keyboarding Electronic Planning, Sharing and Organization Personal Management Application and Internet Resources Math Elective(s) Writing Elective(s)*  ester Word Processing and Document Formatting I	(12 credits) 3 3 3 3 3
BOS 157 BOS 184 HSC 124	Advanced Keyboarding Electronic Planning, Sharing and Organization Personal Management Application and Internet Resources Math Elective(s) Writing Elective(s)*  ester  Word Processing and Document Formatting I Spreadsheet Software Applications I Medical Terminology Arts/Human. Elective(s)	(12 credits) 3 3 3 3 3 3
BOS 157 BOS 184 HSC 124 Third Semes	Advanced Keyboarding Electronic Planning, Sharing and Organization Personal Management Application and Internet Resources Math Elective(s) Writing Elective(s)*  ester  Word Processing and Document Formatting I Spreadsheet Software Applications I Medical Terminology Arts/Human. Elective(s)	(12 credits) 3 3 3 3 3 (14 credits)
BOS 157 BOS 184 HSC 124 Third Semes BOS 185	Advanced Keyboarding Electronic Planning, Sharing and Organization Personal Management Application and Internet Resources Math Elective(s) Writing Elective(s)*  ester Word Processing and Document Formatting I Spreadsheet Software Applications I Medical Terminology Arts/Human. Elective(s)  ster Medical Computer Skills and Electronic Health Records	(12 credits) 3 3 3 3 3 (14 credits)
BOS 157 BOS 184 HSC 124 Third Semes BOS 185 BOS 207	Advanced Keyboarding Electronic Planning, Sharing and Organization Personal Management Application and Internet Resources Math Elective(s) Writing Elective(s)*  ester  Word Processing and Document Formatting I Spreadsheet Software Applications I Medical Terminology Arts/Human. Elective(s)  ster  Medical Computer Skills and Electronic Health Records Presentation Software Applications	(12 credits) (12 credits) (14 credits)
BOS 157 BOS 184 HSC 124 Third Semes BOS 185 BOS 207 BOS 223	Advanced Keyboarding Electronic Planning, Sharing and Organization Personal Management Application and Internet Resources Math Elective(s) Writing Elective(s)*  ester  Word Processing and Document Formatting I Spreadsheet Software Applications I Medical Terminology Arts/Human. Elective(s)  iter  Medical Computer Skills and Electronic Health Records Presentation Software Applications Medical Office Procedures	(12 credits) 3 3 3 3 3 (14 credits) 3 2 3 3 3
BOS 157 BOS 184 HSC 124 Third Semes BOS 185 BOS 207 BOS 223	Advanced Keyboarding Electronic Planning, Sharing and Organization Personal Management Application and Internet Resources Math Elective(s) Writing Elective(s)*  ester  Word Processing and Document Formatting I Spreadsheet Software Applications I Medical Terminology Arts/Human. Elective(s)  ster  Medical Computer Skills and Electronic Health Records Presentation Software Applications	(12 credits) 3 3 3 3 3 (14 credits) 3 3 3 3 3 3 3
BOS 157 BOS 184 HSC 124 Third Semes BOS 185 BOS 207 BOS 223 BOS 223 BOS 257	Advanced Keyboarding Electronic Planning, Sharing and Organization Personal Management Application and Internet Resources Math Elective(s) Writing Elective(s)*  ester  Word Processing and Document Formatting I Spreadsheet Software Applications I Medical Terminology Arts/Human. Elective(s)  iter  Medical Computer Skills and Electronic Health Records Presentation Software Applications Medical Office Procedures Word Processing and Document Formatting II Speech Elective(s)**	(12 credits) (14 credits) 3 2 3 3 3 3 3 3 3 3 3 3
BOS 157 BOS 184 HSC 124 Third Semes BOS 185 BOS 207 BOS 223 BOS 223 BOS 257	Advanced Keyboarding Electronic Planning, Sharing and Organization Personal Management Application and Internet Resources Math Elective(s) Writing Elective(s)*  ester  Word Processing and Document Formatting I Spreadsheet Software Applications I Medical Terminology Arts/Human. Elective(s)  ster  Medical Computer Skills and Electronic Health Records Presentation Software Applications Medical Office Procedures Word Processing and Document Formatting II Speech Elective(s)**  ester Human Biology	(12 credits) (14 credits) 3 3 3 3 3 3 3 3 3 3 3 3
BOS 157 BOS 184 HSC 124  Third Semes BOS 185 BOS 207 BOS 223 BOS 257  Fourth Semes BIO 102 or	Advanced Keyboarding Electronic Planning, Sharing and Organization Personal Management Application and Internet Resources Math Elective(s) Writing Elective(s)*  ester  Word Processing and Document Formatting I Spreadsheet Software Applications I Medical Terminology Arts/Human. Elective(s)  eter  Medical Computer Skills and Electronic Health Records Presentation Software Applications Medical Office Procedures Word Processing and Document Formatting II Speech Elective(s)**  ester Human Biology Essentials of Human Anatomy and Physiology	(12 credits) (12 credits) (14 credits) (13 credits)
BOS 157 BOS 184 HSC 124  Third Semes BOS 185 BOS 207 BOS 223 BOS 257  Fourth Semes BIO 102 or BIO 109 or	Advanced Keyboarding Electronic Planning, Sharing and Organization Personal Management Application and Internet Resources Math Elective(s) Writing Elective(s)*  ester  Word Processing and Document Formatting I Spreadsheet Software Applications I Medical Terminology Arts/Human. Elective(s)  ster  Medical Computer Skills and Electronic Health Records Presentation Software Applications Medical Office Procedures Word Processing and Document Formatting II Speech Elective(s)**  ester Human Biology	(12 credits)  (14 credits)  (13 credits)
BOS 157 BOS 184 HSC 124  Third Semes BOS 185 BOS 207 BOS 223 BOS 257  Fourth Semes BIO 102 or BIO 109 or BIO 111	Advanced Keyboarding Electronic Planning, Sharing and Organization Personal Management Application and Internet Resources Math Elective(s) Writing Elective(s)*  ester  Word Processing and Document Formatting I Spreadsheet Software Applications I Medical Terminology Arts/Human. Elective(s)  eter  Medical Computer Skills and Electronic Health Records Presentation Software Applications Medical Office Procedures Word Processing and Document Formatting II Speech Elective(s)**  ester Human Biology Essentials of Human Anatomy and Physiology	(12 credits)  (14 credits)  (13 credits)
BOS 157 BOS 184 HSC 124  Third Semes BOS 185 BOS 207 BOS 223 BOS 257  Fourth Semes BIO 102 or BIO 109 or BIO 111 BMG 155	Advanced Keyboarding Electronic Planning, Sharing and Organization Personal Management Application and Internet Resources Math Elective(s) Writing Elective(s)*  ester  Word Processing and Document Formatting I Spreadsheet Software Applications I Medical Terminology Arts/Human. Elective(s)  eter  Medical Computer Skills and Electronic Health Records Presentation Software Applications Medical Office Procedures Word Processing and Document Formatting II Speech Elective(s)**  ester  Human Biology Essentials of Human Anatomy and Physiology Anatomy and Physiology - Normal Structure and Function Business on the Internet Business Communication	(12 credits)  (12 credits)  (14 credits)  (13 credits)
BOS 157 BOS 184 HSC 124  Third Semes BOS 185 BOS 207 BOS 223 BOS 257  Fourth Semes BIO 102 or BIO 109 or BIO 111 BMG 155 BMG 207 or	Advanced Keyboarding Electronic Planning, Sharing and Organization Personal Management Application and Internet Resources Math Elective(s) Writing Elective(s)*  ester  Word Processing and Document Formatting I Spreadsheet Software Applications I Medical Terminology Arts/Human. Elective(s)  eter  Medical Computer Skills and Electronic Health Records Presentation Software Applications Medical Office Procedures Word Processing and Document Formatting II Speech Elective(s)**  ester  Human Biology Essentials of Human Anatomy and Physiology Anatomy and Physiology - Normal Structure and Function Business on the Internet	(12 credits)  (12 credits)  (14 credits)  (13 credits)
BOS 157 BOS 184 HSC 124  Third Semes BOS 185 BOS 207 BOS 223 BOS 257  Fourth Semes BIO 102 or BIO 109 or BIO 111 BMG 155 BMG 207 or BOS 175	Advanced Keyboarding Electronic Planning, Sharing and Organization Personal Management Application and Internet Resources Math Elective(s) Writing Elective(s)*  ester  Word Processing and Document Formatting I Spreadsheet Software Applications I Medical Terminology Arts/Human. Elective(s)  eter  Medical Computer Skills and Electronic Health Records Presentation Software Applications Medical Office Procedures Word Processing and Document Formatting II Speech Elective(s)**  ester  Human Biology Essentials of Human Anatomy and Physiology Anatomy and Physiology - Normal Structure and Function Business on the Internet Business Communication	(12 credits)  (12 credits)  (14 credits)  (13 credits)
Second Sem BOS 157 BOS 184 HSC 124 Third Semes BOS 185 BOS 207 BOS 223 BOS 257 Fourth Semes BIO 102 or BIO 109 or BIO 111 BMG 155 BMG 207 or BOS 175 BOS 224	Advanced Keyboarding Electronic Planning, Sharing and Organization Personal Management Application and Internet Resources Math Elective(s) Writing Elective(s)*  ester  Word Processing and Document Formatting I Spreadsheet Software Applications I Medical Terminology Arts/Human. Elective(s)  iter  Medical Computer Skills and Electronic Health Records Presentation Software Applications Medical Office Procedures Word Processing and Document Formatting II Speech Elective(s)**  ester  Human Biology Essentials of Human Anatomy and Physiology Anatomy and Physiology - Normal Structure and Function Business on the Internet Business Communication Medical Office Communication Medical Office Insurance and Billing	(12 credits)  (14 credits)  (13 credits)  (13 credits)  4-5 3
BOS 157 BOS 184 HSC 124  Third Semes BOS 185 BOS 207 BOS 223 BOS 257  Fourth Semes BIO 102 or BIO 109 or BIO 111 BMG 155 BMG 207 or BOS 175 BOS 224	Advanced Keyboarding Electronic Planning, Sharing and Organization Personal Management Application and Internet Resources Math Elective(s) Writing Elective(s)*  ester  Word Processing and Document Formatting I Spreadsheet Software Applications I Medical Terminology Arts/Human. Elective(s)  eter  Medical Computer Skills and Electronic Health Records Presentation Software Applications Medical Office Procedures Word Processing and Document Formatting II Speech Elective(s)**  ester  Human Biology Essentials of Human Anatomy and Physiology Anatomy and Physiology - Normal Structure and Function Business on the Internet Business Communication Medical Office Communication	(14 credits)  (12 credits)  (12 credits)  (14 credits)  (14 credits)  (13 credits)  4-5  3  2-3  4  Page 3 of 4

Fifth Semes		(9 credits)
BOS 182	Database Software Applications	
HSC 115	Clinical Procedures for Administrative Medical Assistants	
HSC 131	CPR/AED for the Professional Rescuer and First Aid	
	Soc. Sci. Elective(s)	
Minimum Ci	redits Required for the Concentration or Option: 62	
Office Mana	gement (OFMG)	(67 credits
First Semes	ter Miles and Alexander and Al	(14 credits)
BOS 101C	Advanced Keyboarding	
BOS 106	Electronic Planning, Sharing and Organization	
BOS 206	Personal Management Application and Internet Resources	2
	Math Elective(s)	
	Writing Elective(s)*	4
Second Sem	nester	(15 credits)
ACC 100	Accounting Practices for Business	
BOS 157	Word Processing and Document Formatting I	3
BOS 184	Spreadsheet Software Applications I	
BOS 230	Electronic Forms Design	3
	Arts/Human. Elective(s)	
Third Seme	ster	(13 credits)
ACC 110	Payroll Accounting	
BMG 155	Business on the Internet	
BOS 207	Presentation Software Applications	2
BOS 257	Word Processing and Document Formatting II	
	Speech Elective(s)**	3
Fourth Sem	ester	(12 credits)
BMG 200	Relationship Skills in the Workplace	
BMG 207	Business Communication	3
BOS 182	Database Software Applications	
	Nat. Sci. Elective(s)	3
Fifth Semes	ter	(13 credits)
BMG 240	Human Resources Management	
BMG 279	Performance Management	3
BOS 250	Office Administration	4
	Soc. Sci. Elective(s)	3
Minimum Cr	redits Required for the Concentration or Option: 67	
Minimum Cr	edits Required for the Program:	62
Notes:		

\*ENG 111 is recommended. \*\*COM 101 is recommended.

Effective Term: Fall 2015

# PROGRAM CHANGE OR DISCONTINUATION FORM

with MEDA Option + OFMG	option		1.0	
Division Code: BCTD	Department: Business Office	Systems	0	
	ting from the WCC catalog or We at should be deleted and write in a ch type of change being proposed. posed program change, must be agree time as the program change for	b site and indicate any changes to be mandditions. Extensive narrative changes of Changes to courses, discontinuing a comproved separately using a Master Syllah m.	ourse, or adding ous form, but	
Requested Changes:				
Review  Remove course(s): C15 117 (of MG)  Add course(s): BIO 111 (students will have the option to take BIO 102, BIO 109, or BIO 111); POS 230 (OFMG)  Program title (title was)  Description  Type of award  Advisors  Articulation information  Program admission requirements  Continuing eligibility requirements  Program outcomes  Accreditation information  Discontinuation (attach program discontinuation plan that includes transition of students and timetable for phasing out courses)  Other				
Show all changes on the attached pa	ge from the catalog.			
			1 1	
BIO 109 typically does not transeither Anatomy and Physiology FMG; The C15 Dept. wi	sfer, while BIO 111 does transfer course (BIO 109 or BIO 111).  If be discontinuing Cl	to some schools. Students should have to S117 in Fall 2015.	the option to take	
BIO 109 typically does not transeither Anatomy and Physiology OFMG; The C15 Dept. Wi	sfer, while BIO 111 does transfer course (BIO 109 or BIO 111).  If be discontinuing Cl		the option to take	
either Anatomy and Physiology  OFMG: The C15 Dept. wi  Financial/staffing/equipment  N/A	sfer, while BIO 111 does transfer course (BIO 109 or BIO 111).  If be discontinuing Cl	5117 in Fall 2015.	the option to take	
BIO 109 typically does not transeither Anatomy and Physiology FMG; The C15 Dept. wi Financial/staffing/equipment N/A  List departments that have be N/A  Signatures:	sfer, while BIO 111 does transfer tourse (BIO 109 or BIO 111).  If be discontinuing Continuing Cont	e of this program.	the option to take	
Financial/staffing/equipment N/A  List departments that have be	sfer, while BIO 111 does transfer course (BIO 109 or BIO 111).  If be discontinuing Clarks are implications:	5117 in Fall 2015.	Date	
Financial/staffing/equipment N/A  List departments that have be N/A  Signatures:  Reviewer	sfer, while BIO 111 does transfer tourse (BIO 109 or BIO 111).  If be discontinuing Continuing Cont	e of this program.		
Financial/staffing/equipment N/A  List departments that have be N/A  Signatures:  Reviewer  Initiator	sfer, while BIO 111 does transfer course (BIO 109 or BIO 111).  If be discontinuing Continuing Cont	e of this program.		
Financial/staffing/equipment N/A  List departments that have be N/A  Signatures:  Reviewer  Initiator  Department Chair	sfer, while BIO 111 does transfer course (BIO 109 or BIO 111).  If be discontinuing Continuing Cont	e of this program.		
BIO 109 typically does not transeither Anatomy and Physiology  FMG; The C15 Dept. wi  Financial/staffing/equipment N/A  List departments that have be N/A  Signatures:	sfer, while BIO 111 does transfer course (BIO 109 or BIO 111).  If be discontinuing Continuing Cont	e of this program.		

Office of Curriculum & Assessment

posting on the website.

# **ACADEMICS**

# Business Office Administration (APBOAD)

Associate in Applied Science Degree

2013 - 2014 2014 - 2015

## Description

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

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

### Articulation

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

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

### Contact Information

Division: Business/Computer Technologies
Department: Business Office Systems Dept
Advisors: Joyce Jenkins

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

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

### First Semester

Requirements

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

### Second Semester

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

### **Third Semester**

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

Total			14	
Fourth Semes	ter			
Class	Title		Credits	,
BIO 102 or	Human Biology			/) =
BIO 109	Essentials of Human Anatomy and Physiology		4	4-5
BMG 155	Business on the Internet		3	
BMG 207 or	Business Communication			
BOS 175	Medical Office Communication		2 - 3	
BOS 224	Medical Office Insurance and Billing		4	
Total			13-14/5	
Fifth Semeste	r			
Class	Title		Credits	
BOS 182	Database Software Applications		3	
HSC 115	Clinical Procedures for Administrative Medical Assistants		2	
HSC 131	CPR/AED for the Professional Rescuer and First Aid		1	
Elective(s)	Social and Behavioral Science		3	
Total			9	
		Total Credits Required:	62-63	

Office Management (OFMG)

### **Footnotes**

\*ENG 111 is recommended.

\*\*COM 101 is recommended.

62-64

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BIO 102 OR BIO 109 OR BIO 111

# **ACADEMICS**

# Business Office Administration (APBOAD)

Associate in Applied Science Degree

2013 - 2014 2014 - 2015

## Description

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

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

### Articulation

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

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

### Contact Information

**Division:** Business/Computer Technologies **Department:** Business Office Systems Dept

Advisors: Joyce Jenkins

## Requirements

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

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

### → Office Management (OFMG)

## First Semester

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

### Second Semester

Class	Title	Credits	
ACC 100	Accounting Practices for Business	3	
BOS 157	Word Processing and Document Formatting I	3	
BOS 184	Spreadsheet Software Applications I	3	DAR 727
e18 117	Windows Operating System	2	803 000
Elective(s)	Arts and Humanities	3 2	rodita
Total		W, DC	10000
		111	

### **Third Semester**

Class	Title	Credits
ACC 110	Payroll Accounting	2
BMG 155	Business on the Internet	3
BOS 207	Presentation Software Applications	2

increase ordits mo

BOS 257	Word Processing and Document Formatting II	3
Elective(s)	Speech **	3
Total		13

### **Fourth Semester**

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

## Fifth Semester

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

**Total Credits Required:** 



### **Footnotes**

\*ENG 111 is recommended.

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Feedback & Suggestions | Social Media Directory

<sup>\*\*</sup>COM 101 is recommended.

# School of Business and Entrepreneurial Studies

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

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

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

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

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

# Business Office Systems

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

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

Associate in Applied Science Degree Program Effective Term: Fall 2014

High Demand Occupation High Skill Occupation High Wage Occupation

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

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

#### Articulation:

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

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

### Minimum Concentration Credits Required for the Program:

63

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

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

### **Business Office Administration Concentrations**

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

Minimum Credits Required for the Concentration or Option: 65

Billioniewic		
First Semester BOS 101C BOS 106 BOS 206	Advanced Keyboarding Electronic Planning, Sharing and Organization Personal Management Application and Internet Resources Math Elective(s) Writing Elective(s)*	(14 credits) 1 3 2 4 4
Second Semest ACC 111 BOS 157 BOS 184	rier Principles of Accounting I Word Processing and Document Formatting I Spreadsheet Software Applications I Arts/Human. Elective(s)	(12 credits) 3 3 3 3
Third Semester BOS 207 BOS 211 BOS 257 BOS 284	Presentation Software Applications Introduction to Paralegal Studies Word Processing and Document Formatting II Spreadsheet Software Applications II Speech Elective(s)**	(14 credits) 2 3 3 3 3
Fourth Semest BMG 111 BMG 155 BOS 182	Business Law I Business on the Internet Database Software Applications Nat. Sci. Elective(s)	(12 credits) 3 3 3 3
Fifth Semester BMG 207 BOS 250 CJT 154	Business Communication Office Administration Everyday Law I: Law and Civil Liberties Soc. Sci. Elective(s)	(13 credits) 3 4 3 3
Minimum Credi	its Required for the Concentration or Option: 65	
	i digita di Milanda Maria da Milanda di Nistana di Nistana da Kalanda da Milanda di Milanda di Milanda di Mila Milanda di Milanda Milanda di Milanda di Milanda di Nistana di Milanda di Milanda di Milanda di Milanda di Mila	
First Semester BOS 101C BOS 106 BOS 206	Advanced Keyboarding Electronic Planning, Sharing and Organization Personal Management Application and Internet Resources Math Elective(s) Writing Elective(s)*	(14 credits) 1 3 2 4
Second Semest BOS 157 BOS 184 HSC 124	Word Processing and Document Formatting I Spreadsheet Software Applications I Medical Terminology Arts/Human. Elective(s)	(12 credits) 3 3 3 3 3
Third Semester BOS 185 BOS 207 BOS 223 BOS 257	Medical Computer Skills and Electronic Health Records Presentation Software Applications Medical Office Procedures Word Processing and Document Formatting II Speech Elective(s)**	(14 credits) 3 2 3 3 3 3
Fourth Semeste BIO 102 or	er Human Biology	(13 credits)
BIO 102 of BIO 109 BMG 155 BMG 207 or BOS 175 BOS 224	Essentials of Human Anatomy and Physiology Business on the Internet Business Communication Medical Office Communication Medical Office Insurance and Billing	4 3 2-3 4

Fifth Semester

(9 credits)

### **Program Information Report**

BOS 182 HSC 115	Database Software Applications Clinical Procedures for Administrative Medical Assistants	3 2
HSC 131	CPR/AED for the Professional Rescuer and First Aid Soc. Sci. Elective(s)	1 3
Minimum Credi	its Required for the Concentration or Option: 62	
PART TON		
First Semester BOS 101C BOS 106 BOS 206	Advanced Keyboarding Electronic Planning, Sharing and Organization Personal Management Application and Internet Resources Math Elective(s) Writing Elective(s)*	(14 credits) 1 3 2 4 4
Second Semest ACC 100 BOS 157 BOS 184 CIS 117	Accounting Practices for Business Word Processing and Document Formatting I Spreadsheet Software Applications I Windows Operating System Arts/Human. Elective(s)	(14 credits) 3 3 3 2 2
Third Semester ACC 110 BMG 155 BOS 207 BOS 257	Payroll Accounting Business on the Internet Presentation Software Applications Word Processing and Document Formatting II Speech Elective(s)**	(13 credits) 2 3 2 3 3 3
Fourth Semeste BMG 200 BMG 207 BOS 182	Relationship Skills in the Workplace Business Communication Database Software Applications Nat. Sci. Elective(s)	(12 credits) 3 3 3 3
Fifth Semester BMG 240 BMG 279 BOS 250	Human Resources Management Performance Management Office Administration Soc. Sci. Elective(s)	(13 credits) 3 3 4 3
Minimum Credi	ts Required for the Concentration or Option: 66	
Minimum Credi	ts Required for the Program:	63

Notes:

<sup>\*</sup>ENG 111 is recommended.

<sup>\*\*</sup>COM 101 is recommended.

## PROGRAM CHANGE OR DISCONTINUATION FORM

Effective Term: Fall 2014 Program Code: APBOAD Program Name: Business Office Administration -

**MEDA Option** 

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

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

Requested Changes:					
Review   Remove course(s): HIT 101					
Rationale for proposed changes HSC 124 is the replacement cours		discontinued in the fall of 2014			
1150 124 is the replacement cours	e for there for, which whi be	discontinued in the fair of 2014.			
	MARKET AND				
Financial/staffing/equipment/space implications:					
No changes in or additional staffing/equipment/space resources required.					
List departments that have bee	n consulted regarding their	ruse of this program			
N/A	in consumed regulating then	use of this program.			
,,,,					
Signatures:					
Reviewer	Print Name	Signature	Date		
Initiator	Joyce Jenkins	Jours Lewins	1/24/4		
Department Chair	Joyce Jenkins	House leaking	1/24/14		
Division Dean/Administrator	Rosemary Wilson	The same of the sa	1/27/14		

Rose Bellanca **Board Approval** Do not write in shaded area. Entered in: Banner\_

Bill Abernethy

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 1/28/14 Sf

Vice President for Instruction

President

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

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

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

#### **Articulation:**

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

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

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

63

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

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

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

Administrative Assistant (ADMA)	(65 credits	)
BOS 101C Advanced Keyboarding BOS 106 Electronic Planning, Sharing and Organization BOS 206 Scheduling and Internet Office Applications Writing Elective(s)* Math Elective(s)		1 3 2 4 4
ACC 100 or Accounting Practices for Business ACC 111 Principles of Accounting I BOS 157 Word Processing and Document Formatting I BOS 184 Spreadsheet Software Applications I Arts/Human, Elective(s)		3 3 3 3
BMG 155 BOS 207 Presentation Software Applications BOS 257 Word Processing and Document Formatting II BOS 284 Spreadsheet Software Applications II Speech Elective(s)**		3 2 3 3 3
BMG 207 Business Communication BOS 182 Database Software Applications BOS 208 Desktop Publishing for the Office Nat. Sci. Elective(s)		3 3 3
ACC 131 Accounting Information Systems BOS 230 Electronic Forms Design BOS 250 Office Administration II Soc. Sci. Elective(s)		3 4 3

Minimum Credits Required for the Concentration or Option: 65

Law Office Administration (LAWA)	(65 credits)
BOS 101C Advanced Keyboarding BOS 106 Electronic Planning, Sharing and Organization BOS 206 Scheduling and Internet Office Applications Math Elective(s) Writing Elective(s)*	1 3 3 2 4 4
ACC 111 Principles of Accounting I BOS 157 Word Processing and Document Formatting I BOS 184 Spreadsheet Software Applications I Arts/Human, Elective(s)	3 3 3 3 3
BOS 207 Presentation Software Applications BOS 211 Introduction to Paralegal Studies BOS 257 Word Processing and Document Formatting II BOS 284 Spreadsheet Software Applications II Speech Elective(s)**	2 3 3 3 3 3 3
BMG 111 Business Law I BMG 155 Business on the Internet BOS 182 Database Software Applications Nat. Sci. Elective(s)	3 3 3 3 3
BMG 207 BOS 250 Office Administration II CJT 154 Everyday Law: Law and Civil Liberties Soc. Sci. Elective(s)	3 4 4 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5
Minimum Credits Required to the Concentration or Option: 65  Medical Administrative Assistant (MEDA)	(63 credits)
BOS 101C Advanced Keyboarding BOS 106 Electronic Planning, Sharing and Organization BOS 206 Scheduling and Internet Office Applications Math Elective(s) Writing Elective(s)*	1 3 2 4 4 4
BOS 157 Word Processing and Document Formatting I BOS 184 Spreadsheet Software Applications I HIT 101 Healthcare Terminology for the Health Information Technology Professio Arts/Human, Elective(s)	nal 3 3 3 3
BOS 185 Medical Computer Skills and Electronic Health Records BOS 207 Presentation Software Applications BOS 223 Medical Office Procedures BOS 257 Word Processing and Document Formatting II Speech Elective(s)**	3 2 3 3 3 3 3
BIO 102 or Human Biology BIO 109 Essentials of Human Anatomy and Physiology BMG 155 Business on the Internet BMG 207 or Business Communication BOS 175 Medical Office Communication BOS 224 Medical Office Insurance and Billing	4 3 2-3 4

BOS 182 HSC 115 HSC 131	Database Software Applications Clinical and Lab Procedures for Office Assistants CPR/AED for the Professional Rescuer and First Aid Soc. Sci. Elective(s)	. See See See See See See See See See Se	:	3 3 1 3
Minimum Cred	lits Required for the Concentration or Option: 63			
Office Manage	ment (OFMG)		(66 c	redits)
BOS 101C BOS 106 BOS 206	Advanced Keyboarding Electronic Planning, Sharing and Organization Scheduling and Internet Office Applications Math Elective(s) Writing Elective(s)*			1 3 2 4 4
ACC 100 BOS 157 BOS 184 CIS 117	Accounting Practices for Business Word Processing and Document Formatting I Spreadsheet Software Applications I Windows Operating System Arts/Human. Elective(s)			3 3 3 3 2 3
ACC 110 BMG 155 BOS 207 BOS 257	Payroll Accounting Business on the Internet Presentation Software Applications Word Processing and Document Formatting II Speech Elective(s)**		45. 35.1 11.1	2 3 2 3 3 3
BMG 200 BMG 207 BOS 182	Human Relations in Organizations Business Communication Database Software Applications Nat. Sci. Elective(s)		1 (15 a) 1 (2 a) 1 (2 a) 1 (2 a)	3 3 3 3
BMG 240 BMG 279 BOS 250	Human Resources Management Performance Management Office Administration II Soc. Sci. Elective(s)			3 3 4 3
Minimum Cred	its Required for the Concentration or Option: 66			
Minimum Cred	its Required for the Program:			63
Notes:				

<sup>\*</sup>ENG 111 is recommended.
\*\*COM 101 is recommended.

#### WASHTENAW COMMUNITY COLLEGE

Effective Term: Fall 2013

#### PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code: APAATD

Program Name: Administrative Assistant Technology

**APBOAD** 

**Business Office Administration** 

Division Code: **BCTD** 

Department: Business Office Systems

#### Directions:

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

Requested Changes:	N7-
Administrative Assistant Concentration	Program title (was <u>Administrative Assistant</u>
Review	<u>Technology</u> ) to <u>Business Office Administration</u>
Remove course(s): BOS 107 and BOS 225	
Add course(s): BMG 155, ACC 100 or ACC 111, and ACC	Description
131	Type of award
151	Advisors
T Office A location of Comments	Articulation information
Law Office Administration Concentration	
Remove course(s): BOS 107 and BOS 225	Show all changes on the attached page from the catalog.
Add course(s): <u>ACC 111, BMG 155 or BOS 284</u>	
	Program admission requirements
Medical Administrative Assistant Concentration	Continuing eligibility requirements
Remove course(s): <u>BOS 225, BOS 107, BOS 210, HSC 101</u>	Program outcomes
Add course(s): <u>BMG 155 or BOS 184, BOS 250, BOS 175</u> ,	Accreditation information
BOS 185, HIT 101	Discontinuation (attach program discontinuation
	plan that includes transition of students and timetable
New Office Management Concentration	for phasing out courses)
Add course(s): ACC 100, ACC 110, BOS 182, BOS 207, BOS	Other Add new Office Management option
250, BMG 200, BMG 240, BMG 279, CIS 117	
Rationale for proposed changes or discontinuation:	
Program being revised to	
1. Assure that all CTADA courses are included in the associate deg	
2. Program name updated to encompass new Office Management	option.
3. BOS 107 and 225 being inactivated.	
Financial/staffing/equipment/space implications:	
i manerar, starting, equipment, space implications.	
No additional staffing, equipment, or space requirements are conter-	nnlated
tvo additional starting, equipment, of space requirements are conter-	ipiace.
List departments that have been consulted regarding their use	of this program.
Business Department	

Whoged 3/12/13 SXV
Office of Curriculum & Assessment

Signatures:

Reviewer	Print Name		Signature	Date
Initiator	Joyce Jenkins	YOU	co Jenkin	7 3-11-13
Department Chair	Joyce Jenkins	Dord	ie )enlin	0 3-11-13
Division Dean/Administrator	Rosemary Wilson	Xeren	me Do	3-11-13
Vice President for Instruction	William Abernethy	119	545	4-10-13
President		26/10		

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

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

La	w Office Administration Option	
Gen Ed	General Education	
Writing	ENG 111 recommended	4
Speech	COM 101 recommended	3
Mathematics	Any approved math course	4
Natural Sci	Any approved Nat Sci course	3
Soc Sci	Any Soc/ Beh Science	3
Art/Hum	Any Art/Hum course	3
BOS 106	Electronic Planning, sharing and Organization	3
		23
CTADA Cert		
BMG 155	Business on the Internet	3
BMG 207	Business Communication	3
BOS 101C	Advanced Keyboarding	1
BOS 157	Word Processing and Document Formatting I	3
BOS 184	Spreadsheet Software Applications I	3
BOS 206	Scheduling and Internet Office Applications	2
BOS 257	Word Processing and Document Formatting II	3
CTADA	Total Credits Required	18
Law Office Adı	ministration Option	
ACC 111	Principles of Accounting I	3
BMG 111	Business Law I	3
BOS 182	Database Software Applications	3
BOS 207	Presentation Software Applications	2
BOS 211	Introduction to Paralegal Studies	3
BOS 250	Office Administration	4
CJT 15 <b>4</b>	Everyday Law	3
BOS 284	Spreadsheet Software Applications II	3
Law Office	Total Credits Required	24
	Total Credits Required	65
	1	

Med	Medical Administrative Assistant Option			
	General Education			
		4		
Writing	ENG 111 recommended			
Speech	COM 101 recommended	3		
Mathematics	Any approved math course	4		
Natural Sci	BIO 102 or BIO 109 Required	4		
Soc Sci	Any Soc/ Beh Science	3		
Art/Hum	Any Art/Hum course	3		
BOS 106	Electronic Planning, sharing and Organization	3		
		24		
CTADA Cert				
BMG 155	Business on the Internet	3		
	Business Communication (BMG			
BMG 207 or BOS 175	207) 3cr Med Office Comm (BOS 175) 3cc	2 - 3		
BOS 101C	Advanced Keyboarding	1		
BOS TOTE		· ·		
BOS 157	Word Processing and Document Formatting I	3		
BOS 184	Spreadsheet Software Applications I	3		
BOS 206	Scheduling and Internet Office Applications	2		
BOS 257	Word Processing and Document Formatting II	3		
CTADA	Total Credits Required	17 - 18		
CIADA	Total Ciculis Required	17-10		
Madical Admir	nistrative Assistant Option	-		
	ilstrative Assistant Option			
BOS-175 <b>≯</b>	Medical Office Communication			
BOS 182	Database Software Appliations	3		
BOS 185	Medical Communication Skills and Electronic Health Records	3		
BOS 207 <b>≭</b>	Presentation Software Applications	2		
BOS 223	Medical Office Procedures	3		
BOS 224	Medical Office Insurance and Billing	4		
HIT 101	Healthcare Terminology for the HIT Professional	3 .		
HSC 115	Clinical & Lab Procedures for Office Assistants	3		
HSC 131	CPR/AED for the Professional Rescuer & First Aid	1		
Medical Admi	Total Credits Required	22		
	Total Credits Required	63 - 64		

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

Total Credits Required

BOS175 (2 credits)

BNG 207 (3 credits)

# Business Office Administration Administrative Assistant Option (ADMA)

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

# Business Office Administration Law Office Administration Option (LAWA)

44. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1.	2013 – 2014 Program	Year		
	First Semester			
Class	Title	Semester Completed	Final Grade	Credits
BOS 101C	Advanced Keyboarding			1
BOS 106	Electronic Planning, Sharing and Organization			3
BOS 206	Scheduling and Internet Office Applications			2
Writing	ENG 111 recommended			4
Mathematics	Any approved math course			4
			Total Credits	14
	Second Semester			
Art/Hum	Any approved Art/Hum course			3
BOS 157	Word Processing and Document Formatting I			3
BOS 184	Spreadsheet Software Applications I			3
ACC 111	Principals of Accounting I			3
			Total Credits	12
	Third Semester			
BOS 207	Presentation Software Applications			2
BOS 257	Word Processing and Document Formatting II			3
BOS 284	Spreadsheet Software Applications II			3
BOS 211	Introduction to Paralegal Studies			3
Speech	COM 101 recommended			3
			Total Credits	14
	Fourth Semester			
Nat Science	Any approved Natural Science course			3
BOS 182	Database Software Applications			3
BMG 155	Business on the Internet			3
BMG 111	Business Law I			3
			Total Credits	12
	Fifth Semester			
Social Science	Any approved Social/Behavioral Science course			3
BMG 207	Business Communication			3
CJT 154.	Everyday Law			3
BOS 250	Office Administration			4
			Total Credits	13
		Total Cr	edits Required	65

# Business Office Administration Medical Administrative Assistant Option (MEDA)

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

# **Business Office Administration Office Management Option**

(OFMG)

	2013 – 2014 Program			
	First Semester			
Class	Title	Semester Completed	Final Grade	Credits
BOS 101C	Advanced Keyboarding			1
BOS 106	Electronic Planning, Sharing and Organization			3
BOS 206	Scheduling and Internet Office Applications			2
Writing	ENG 111 recommended			4
Mathematics	Any approved math course			4
			Total Credits	14
	Second Semester			
Art/Hum	Any approved Art/Hum course			3
BOS 157	Word Processing and Document Formatting I			3
BOS 184	Spreadsheet Software Applications I			3
*ACC 100	Fundamentals of Accounting I			3
	*transfers as a free elective			
CIS 117	Windows Operating System			2
			Total Credits	14
	Third Semester			
BOS 207	Presentation Software Applications			2
BOS 257	Word Processing and Document Formatting II			3
ACC 110	Payroll Accounting			2
BMG 155	Business on the Internet			3
Speech	COM 101 recommended			3
			Total Credits	13
	Fourth Semester			
Nat Science	Any approved Natural Science course			3
BOS 182	Database Software Applications			3
BMG 200	Human Relations in Organizations			3
BMG 207	Business Communication			3
			Total Credits	12
	Fifth Semester			
Social Science	Any approved Social/Behavioral Science course			3
BMG 240	Human Resource Management			3
BMG 279	Performance Management			3
BOS 250	Office Administration			4
			Total Credits	13
		Total Cr	edits Required	66

### PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code: APAATD	Program Name: Administrative Assistant Technology	Effective Term: 2012-13
Division Code: BCTD	Department: Business Office Systems	
	02	2-14-12P02:
Directions:		
1. Attach the current progr	am listing from the WCC catalog or Web site and indicate any	y changes to be made.
2. Draw lines through any a separate sheet.	text that should be deleted and write in additions. Extensive	narrative changes can be included on
new courses as part of th	for each type of change being proposed. Changes to courses, see proposed program change, must be approved separately us the same time as the program change form.	
Requested Changes:		
Review Remove course(s): CIS Add course(s): BOS 10 Organization BOS 230 Electronic Form Program title (title was Description Type of award Advisors Articulation information	100 6 Electronic Planning, Sharing, and s Design Discontinuation plan that include for phasing out of SOther Add New	formation (attach program discontinuation es transition of students and timetable courses)
Show all changes on the attac	hed page from the catalog.	
course that has been added MS OneNote, cloud comp the Computer Literacy req to teach users how to prep students of the Administra	changes or discontinuation: BOS 106 Electronic Planning, Sol to the BOS curriculum for this coming academic year. The cuting, and various office productivity applications and is being uirement for this program. BOS 230 Electronic Forms Designare documents including electronic forms for end-user distributive Assistant II Advanced Certificate. A new program option the undergraduate Paralegal Studies program at EMU is being the support of the undergraduate Paralegal Studies program at EMU is being the support of the support of the undergraduate Paralegal Studies program at EMU is being the support of the support of the undergraduate Paralegal Studies program at EMU is being the support of t	course focuses on collaboration using g substituted in place of CIS 100 as n is also a new course that is intended oution, and is ideally suited for n intended to create opportunities
	pment/space implications: nipment, or space requirements are contemplated.	
List departments that ha	we been consulted regarding their use of this program.	
Signatures:		
Reviewer	Print Name Signa	
Initiator	Joyce Jenkins Joya Je	2/2/12
Department Chair	Joyce Jenkins Oovi (	enfir 2/13/12
Division Dean/Administrat		Jaon 2/4/12
Vice President for Instruction	on Stuart Blacklaw	La - 3/12/12
President  Do not write in shaded area. I	Rose Bellanca  Entered in: Banner C&A Database4/20 Log File_4/20/12	Board Approval
	orm to the Office of Curriculum and Assessment and email and	

fr office

logged 2/15/12 5/1 Office of Curriculum & Assessment

# School of Business and Entrepreneurial Studies

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

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

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

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

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

#### **Business Office Systems**

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

#### Administrative Assistant Technology (APAATD)

# Associate in Applied Science Degree

Program Effective Term: Fall 2012

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

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

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

Administrative Assistant Option (ADMA)

ACC 111 Principles of Accounting I

BOS 208 Desktop Publishing for the Office

BOS 250 Office Administration II

BOS 284 Spreadsheet Software Applications II

Medical Administrative Assistant Option (MEDA)

**BOS 210 Medical Transcription** 

**BOS 223 Medical Office Procedures** 

BOS 224 Medical Office Insurance and Billing

HSC 101 Healthcare Terminology

HSC 115 Clinical and Lab Procedures for Office Assistants

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

Law Office Administration (LAWA)

BMG 111 Business Law I

BOS 211 Introduction to Paralegal Studies

BOS 250 Office Administration II

CJT 160 Criminal Justice Constitutional Law

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

Tempolary		V.11.
BOS 101C	Advanced Keyboarding	1
BOS 206	Scheduling and Internet Office Applications	2
ENG 111	Composition I	4
MTH 125	Everyday College Math	4
BOS 106	Electronic Planning, Sharing and Organization	3
Strate Strategy	1.15.	1 (1-1-2)
	Arts/Human. Elective(s)	3
BOS 107	Office Administration I	4
BOS 207	Presentation Software Applications	2
CIS 117	Windows Operating System  Select source(s) from a consentration, ACC 111, or BOS 310 and HSC 101, or BOS 311	2 3-4
	Select course(s) from a concentration: ACC 111; or BOS 210 and HSC 101; or BOS 211	3-4
Table Arren	, Y	- 77 Y.P.
BOS 157	Word Processing and Document Formatting I	3
BOS 184	Spreadsheet Software Applications I	3
COM 101	Fundamentals of Speaking	3
	Select a course from an option: BOS 208 or BOS 223 or BMG 111	3
"Sing gy and " Top of the		
*. 180 / P *	13.1	
BOS 182	Database Software Applications	3
	Database Software Applications Word Processing and Document Formatting II	3
BOS 182	Database Software Applications	3 3 3-4
BOS 182	Database Software Applications Word Processing and Document Formatting II	3 3 3-4
BOS 182	Database Software Applications Word Processing and Document Formatting II	3 3 3-4

COM 102 or	Interpersonal Communication	
ENG 226	Composition II	3
	Nat. Sci. Elective(s)	3
Elective	Select course(s) from an option: 80S 230 and BOS 284; or BOS 224; or CJT 160	3-6
Elective	Select course(s) from an option: HSC 115 and HSC 131; or BOS 250	4

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

#### Minimum Credits Required for the Program:

65

#### Notes:

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

#### PROGRAM CHANGE OR DISCONTINUATION FORM

P	ro	g	r	am	Code:

Program Name: Administrative Assistant Technology

Effective Term: 201109

APAATD

Division Code: BCT Department: BOSD

Direction	e	٠

- 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.

should be sublifitted at the same th	ne no me program change fon	***		
Requested Changes:				
Review Remove course(s): BOS 130, BOS Add course(s): BOS 284, BOS 18 Program title (title was) Description Type of award Advisors Articulation information	4	Continui Program Accredite Disconti		
Show all changes on the attached page fr	om the catalog.			
Rationale for proposed changes of BOS 183 Spreadsheet Software App is being deactivated and being replace being deactivated as much of the co-Applications.	olications is being replaced by I ced by BOS 284 Spreadsheet A	Applications I	I. BOS 225 Integra CIS 100 Introductio	ted Office Applications is
Financial/staffing/equipment/sp No changes in or additional staffing,		equired.		
List departments that have been of BOSD, CISD	consulted regarding their us	e of this pro	gram.	
Signatures:				
Reviewer	Print Name		Signature	Date
			6 1 12	6100111

Signatures:				
Reviewer	Print Name		Signature	Date
Initiator	Joyce Jenkins	01	ye bulling	2/28/11
Department Chair	Joyce Jenkins	Dou	Ce Jenkins	2/28/11
Division Dean/Administrator	Rosemary Wilson	, rec.	named Ison	2/28/11
Vice President for Instruction	Stuart Blacklaw		Lailel.	3/10/11
President	Larry Whitworth			100

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.



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#### School of Business and Entrepreneurial Studies

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

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

#### Business Office Systems

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

#### Administrative Assistant Technology (APAATD)

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

Program Effective Term: Fall 2011

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

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

ENG 111 COM 101 MTH 125 Nat. Sci. Soc. Sci. Arts/Human. CIS 100	tion Requirements  Composition I  Fundamentals of Speaking  Everyday College Math  Elective(s)*  Elective(s)  Elective(s)  Introduction to Computers and Software Applications  109 is required for the Medical Administrative Assistant Option.	3 credits) 4 3 4 3-4 3 3 3 3 3
Major/Area Re BOS 101C BOS 107 BOS 157 BOS 182 BOS 184 BOS 206 BOS 207 BOS 225 BOS 257	Advanced Keyboarding Office Administration I Word Processing and Document Formatting I Database Software Applications Spreadsheet Software Applications I Scheduling and Internet Office Applications Presentation Software Applications Integrated Office Applications Word Processing and Document Formatting II	1 4 3 3 3 2 2 2 3 3 3
Required Supp CIS 117 COM 102 or ENG 226	wort Courses Windows Operating System Interpersonal Communication Composition II	5 credits) 2 3

Minimum Option Credits Required for the Program:

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

#### **Administrative Assistant Technology Options**

Administrative	Assistant Option (ADMA)	eredite)
ACC 111	Principles of Accounting I	3
BOS 208	Desktop Publishing for the Office	3
BOS 250	Office Administration II	4
BOS 284	Spreadsheet Software Applications II	3
Medical Adminis	strative Assistant Option (MEDA)	red (s)
BOS 210	Medical Transcription	3
BOS 223	Medical Office Procedures	3
BOS 224	Medical Office Insurance and Billing	4
HSC 101	Healthcare Terminology	1
HSC 115	Clinical and Lab Procedures for Office Assistants	3
HSC 131	CPR/AED for the Professional Rescuer and First Aid	1
<b>Minimum Credit</b>	s Required for the Program:	65

# PROGRAM CHANGE OR DISCONTINUATION FORM Program Code: Effective Term: Fall Program Name: Administrative Assistant Technology 2006 APAATD Division Code: Department: Business Office Systems BCT 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 Program admission requirements Remove course(s): Continuing eligibility requirements XAdd course(s): BOS 101C Program outcomes Program title (title was \_\_\_\_\_ Accreditation information Description Discontinuation (attach program discontinuation ☐Type of award plan that includes transition of students and timetable ☐ Advisors for phasing out courses) Articulation information MOther Credits Show all changes on the attached page from the catalog. Rationale for proposed changes or discontinuation: To meet the demand for required skills in administrative assistant positions. Financial/staffing/equipment/space implications: None List departments that have been consulted regarding their use of this program.

Signatures:

Reviewer	Print Name	Signature	Date
Initiator	Dosye A. Thompson	dosye A Thynpan	- 11-22-05
Department Chair	Dosye A. Thompson	Rosge A Jango	11-22-05
Division Dean/Administrator	Rosphan Wilson	Dognan John	1/8/96
Vice President for Instruction	Alleses W. Yal	as never M. Value	2/24/06

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 Office Systems**

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

Program Effective Term: Fall 2006

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

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

General Education Requirements		(19 credits)
ENG 111	Composition I	4
COM 101	Fundamentals of Speaking	3
MTH 163	Business Mathematics	3
Nat. Sci.	Elective(s)*	3-4
Soc. Sci.	Elective(s)	3
Arts/Human.	Elective(s)	3

<sup>\*</sup>BIO 102 or BIO 109 is required for the Medical Administrative Assistant Optior

Major/Are	ea Requirements	(24 credits)
BOS 101C	Advanced Keyboarding	1
BOS 107	Office Administration I	4
BOS 157	Word Processing and Document Formatting I	3
BOS 182	Database Software Applications3	
BOS 183	Spreadsheet Software Applications	3
BOS 206	Scheduling and Internet Office Applications	2
BOS 207	Presentation Software Applications	2
BOS 225	Integrated Office Applications	3
BOS 257	Word Processing and Document Formatting II	3

Required Support Courses		(8 credits)
CIS 100	Introduction to Software Applications	3
CIS 117	Windows Operating System	2
COM 102 or	Interpersonal Communication	
ENG 226	Composition II	3

# Minimum Concentration/Option Credits Required for the Program:

13

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

Minimum Credits Required for the Program

64

# **Administrative Assistant Technology Options**

Administra	ative Assistant Option (ADMA) (13 Credits)	
ACC 111	Principles of Accounting I	3
BOS 130	Office Financial Applications	3
BOS 208	Desktop Publishing for the Office	3
BOS 250	Office Administration II	4
Medical A	dministrative Assistant Option (MEDA) (15 Cı	redits)
BOS 210	Medical Transcription	3
BOS 223	Medical Office Procedures	3
BOS 224	Medical Office Insurance and Billing	4
HSC 101	Healthcare Terminology	1
HSC 115	Medical Office and Laboratory Procedures	3
HSC 131	CPR/FPR and First Aid	1

# PROGRAM CHANGE FORM

Program Code:	Program Name:		Effective Term:
BOS	Administrative Assistant Technol	ogy (APAATD)	Fall 2005
Directions:			
1. Attach the current pro	ogram listing from the WCC catalog and in	ndicate any changes to be made.	
a separate sheet.	ny text that should be deleted and write in		
new courses as part of	w for each type of change being proposed the proposed program change, must be a t the same time as the program change fo	approved separately using a Cour	ing a course, or adding see Syllabus Form, but
Requested Changes:			
Title (title was Description	course(s) t credits63_ After changes65_ ttached page from the catalog.	Advisors Articulation inform Program admission Continuing eligibili Program outcomes Other	n requirements ity requirements
Rationale for propose The Medical Transcrip	d changes: tion program is discontinued. Beginning c	ourse no longer needed.	
N/A	uipment/space implications:		
N/A	have been consulted regarding the us	e of this program.	
Signatures:  Reviewer	Print Name	Signature	Date
Program Change Initiate	or Dosye A. Thompson	Dosge Athy	2-10-05
Department Chair	Dosye A. Thompson	along A	2-10-03
Division Dean/Adminis	trator Rosemary Wilson	Japana 1	you 2-25-05
Vice President for Instru		Mugh HA, I d	My 3/29/03
Please submit comple	eted form to the Office of Curriculum	and Articulation Services.	
Office of Curriculum & Arti		$\mathcal{O}$	ram Change Form 8-2003
Access Program File3	/31 Log 3/31g	Copied and Returned	

# **Business Office Systems**

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

Program Effective Term: Fall 2005

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

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

General Education Requirements	(19 credits)
ENG 111 Composition I	4
COM 101 Fundamentals of Speaking	3
MTH 163 Business Mathematics	3
Nat. Sci. Elective(s)*	3-4
Soc. Sci. Elective(s)	3
Arts/Human. Elective(s)	3

<sup>\*</sup>BIO 102 or BIO 109 is required for the Medical Administrative Assistant Option.

Major/Are	ea Requirements	(23 credits)
BOS 107	Office Administration I	4
BOS 157	Word Processing and Document Formatting I	3
BOS 182	Database Software Applications	3
BOS 183	Spreadsheet Software Applications	3
BOS 206	Scheduling and Internet Office Applications	2
BOS 207	Presentation Software Applications	2
BOS 225	Integrated Office Applications	3
BOS 257	Word Processing and Document Formatting II	3

Required Support Courses		(8 credits)
CIS 100	Introduction to Software Applications	3
CIS 117	Windows Operating System	2
COM 102 or	Interpersonal Communication	
ENG 226	Composition II	3

# Minimum Concentration/Option Credits Required for the Program:

13

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

Minimum Credits Required for the Program

63

# **Administrative Assistant Technology Options**

# Administrative Assistant Option (ADMA) (13 Credits)

ACC 111	Principles of Accounting I	3
BOS 130	Office Financial Applications	3
BOS 208	Desktop Publishing for the Office	3
BOS 250	Office Administration II	4
Medical A	dministrative Assistant Option (MEDA) (15 Credits)	
BOS 210	Medical Transcription	3
BOS 223	Medical Office Procedures	3
BOS 224	Medical Office Insurance and Billing	4
HSC 101	Healthcare Terminology	1
HSC 115	Medical Office and Laboratory Procedures	3
HSC 131	CPR/FPR and First Aid	1

# Washtenaw Community College Program Change Request Form

A program sheet for the above named program is attached. It should reflect any approved changes that have already been

Program Code: AATD APARD

Curriculum and Articulation Services:

Curriculum Development\Forms\Programs\Program Change Form 1/9/01

Program Name: Administrative Assistant Technology

Effective Term: FALL 2002

Document Code: Program Change AAPTD.doc

Draw lines through anything that	should be removed and write in the boxes below for each type	ly and indicate any changes that you won any additions. Extensive narrative charge of change being proposed. If courses a e-Syllabus Approval Form (CSAF).	anges may be
1. Requested Changes:  Remove Course(s) Add Course(s) Increase/Decrease Credits Course Sequence Name (new name Major/Program Code (new code Description  Show all changes on the attached program of the stracked program of t		☐ Advisors ☐ Articulation Agreements ☐ Program Admission Requirements/☐ ☐ Continuing Eligibility Requirement ☐ Footnotes ☐ Other	
Rationale for Proposed Change	s: speed requirement to adequately the department-wide changes.	prepare students for the curriculum.  department-wide changes.	
3. Financial/Staffing/Equipmen	nt/Space Implications:		
4. Has the department consulted Comments:  Signatures:	with all departments that may	be impacted? Yes ⊠ No □	NA 🗆
Reviewer	Print Name	Signature	Date
Program Change Initiator:	Dosse Thompson	alonge Thompson	2-11-02
	Dosye Thompson	Eleanor Charlton	2/12/02
Department Chair:	Elenor Charlton	F. //	3/20/20
Division Dean:	Rosemary Wilson	Heman hing	3/35/02
VP, Instruction/Student Services:	<u></u>	1/ They letters	1715
Access Program File 4110	Log H/11/030	Copied and Returned  New Listing to: Counseling; Admissions	

# **Business**

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

Program Effective Term: Fall 2002

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

### **Business and Computer Technologies Division Computer Instruction Department**

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

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

General Education Requirements		(19 Credits)
COM 101	Fundamentals of Speaking	3
ENG 111	Composition I	4
MTH 163	Business Mathematics	3
Elective *	Area 4: Natural Science, Group 1	3-4
Elective	Area 5: Social and Behavioral Science, Group 1	3
Elective	Area 6: Arts and Humanities, Group 1	3

<sup>\*</sup>BIO 102 is required for the Medical Administrative Assistant Option.

Major/Are	a Requirements	(22 Credits)
BOS 102	Keyboarding and Document Formatting II	3
BOS 107	Clerical Methods and Procedures	4
BOS 157	Word Processing Applications I	2
BOS 182	Database Software Applications	2
BOS 183	Spreadsheet Software Applications	2
BOS 206	Scheduling and Internet Office Applications	2
BOS 207	Presentation Software Applications	2
BOS 225	Advanced Document Preparation	3
BOS 257	Word Processing Applications II	2
Required	Support Courses	(8 Credits)
CIS 100	Introduction to Software Applications	3
CIS 117	Windows Operating System	2
Choose:	COM 102 Interpersonal Communication or	
	ENG 122 Composition II	3

# **Program Options**

(12 Credits)

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

Minimum Credits Required for the Program:

61

# **Administrative Assistant Technology Options**

Administr	ative Assistant Option (AA) (12 Credits)	undi. Sigilari
ACC 111	Principles of Accounting I	3
BOS 130	Office Financial Applications	3
BOS 208	Desktop Publishing for the Office	2
BOS 250	Administrative Office Systems and Procedures	4
Medical A	dministrative Assistant Option (MA) (15 Credits)	
BOS 210	Medical Transcription	3
BOS 223	Medical Office Procedures	3
BOS 224	Medical Office Insurance and Billing	4
HSC 101	Healthcare Terminology	1
HSC 115	Medical Office and Laboratory Procedures	3
HSC 131	CPR/FPR and First Aid	1

# WASHTENAW COMMUNITY COLLEGE PROGRAM CHANGE REQUEST

) Progr <b>a</b> m			Program Nu	mber: EXSE Effective	Term: F95
2) Change Information: (Two-year associate degree)  Current Program Course Requirements:			Proposed Program Course Requirements		
Course Number	Course Title	Credit Hours	Course Number	Course Title	Credit Hours
	R THREE the following:	15–17		ER THREE e following:	13–18
CC 091 MG 140	or ACC 111	3		Office) Office) TED BUSINESS ELECTIVE (ECO 211, RDG 115, and any 100+ BMG or CIS	3 1-4 ny BOS
	R FOUR the following:	17		ER FOUR e following:	17
BMG 200	(MS Works) (Human Relations in B & S ELECTIVE	& I) 4 3	CIS 18 BOS 20 ACC 09	2 (Intro to Excel) 2 (Intro to MS Access) 7 (Intro to PowerPoint 1 (Fundamentals of Accell (Principles of Accel	ounting) <u>OR</u>
	Current Tota	ol Credits: 67–69	Non Cou		otal Credits: 65–70
	rse Program Requirements: Secretarial Technology EXSE		TITLE:	ree Program Requirements: Administrative Executive Assistant T Need new code AA	FT)
(3) Ration	nale for Proposed Changes:				
(4) Finan	cial/Staffing/Resource Implications	of Change			
5) Has this	s program change been reviewed by a		i department		
6) Signatu		Comments		Signature	Date
	Change initiator ent Chair(s) or Area Director(s)			Kosaly Culton	5/4/45
Dean(s)	ant oriental or wree prisonnial			101 I la M. Vander	5/5/95
	struction/Student Services			Nun Allin	7/1/96
	•	/ P/ISS, Pink - Student Records, Y	ellow - Dean, Gol	d - Department Onstirperson	11/11/13

# WASHTENAW COMMUNITY COLLEGE PROGRAM CHANGE REQUEST

Course   Cou		Title: EXECUTIVE SECRETAR information:	TAL TECHNOLOGI	Program Nu	mber: EXSE Effective	• Term:F95
Non-Course Program Requirements:    Non-Course Program Requirements:   Non-Course Prog		Current Program Course Require	ements:		Proposed Program Course Rec	quirements
This additional year of classes provides a broader background in office technology Students develop expertise in all the technical skills described in the one-year program and learn other skills, including spreadsheets and databases, deskrop publishing, telecommunications, time management, human relations, and accounting.  Non-Course Program Requirements:  Carlo AATD  Administrative Account Technology  (3) Retonale for Proposed Changes:  Names program according to employers' job titles. Removes negative stereotyping associated with the word "secretary". Curriculum reflects actual skills and competencies required by area employers.  (4) Financial/Staffing/Resource implications of Change  Names program change been reviewed by all affected instructional departments? yes no	Course Number				<del>-</del>	Credit Hours
Non-Course Program Requirements:  Non-Course Program Requirements:  Administrative Carlo AATD  Adminis	DELETE	OLD DESCRIPTION		This a a broa Studen techni year p includ deskto time m	dditional year of classifier background in offices to develop expertise to cal skills described frogram and learn other ing spreadsheets and oppublishing, telecompanagement, human related	ice technology. in all the in the one- c skills, databases, munications,
(3) Rationale for Proposed Changes:  Names program according to employers' job titles. Removes negative stereotyping associated with the word "secretary". Curriculum reflects actual skills and competencies required by area employers.  (4) Financial/Staffing/Resource implications of Change  (5) Has this program change been reviewed by all affected instructional departments? yes		Current Tota	al Credits:		Proposed T	otal Credits:
Names program according to employers' job titles. Removes negative stereotyping associated with the word "secretary". Curriculum reflects actual skills and competencies required by area employers.  (4) Financial/Staffing/Resource implications of Change  (5) Has this program change been reviewed by all affected instructional departments? yes no  (6) Signatures Comments Date  Program Change Initiator Forally Culful 5/4/95  Department Chair(s) or Area Director(s) Support Culful 5/4/95  Department Chair(s) or Area Director(s) Support Culful 5/4/95	Non-Cou	rse Program Requirements:		Non-Cou	_	Q AATD Technology)
i) Has this program change been reviewed by all affected instructional departments? yes no	Names	program according to e iated with the word "se	cretary". Curr	itles.	Removes negative ster reflects actual skills	reotyping s and
Program Change Initiator  Department Chair(s) or Area Director(s)  Dean(s)  Comments  Signature  Date	(4) Finan	cial/Staffing/Resource Implications	of Change			
Program Change Initiator  Program Change Initiator  Department Chair(s) or Area Director(s)  Dean(s)  Rosaly Culve 5/4/95  Social Cylina 5/4/95	-			department		Date
Department Chair(s) or Area Director(s)  Dean(s)  Department Chair(s) or Area Director(s)  Socially Cylina 5/4/95	<del>' '</del> —		Comments		100	- 1 100
Dean(a) Bellatt. Janen 5/5/95					Koryn Culver	3/4/93
		ent Chair(s) of Area Director(s)			BULLET SIL	13/4/10
1984 - 1 - 10 - 16 - 16 - 16 - 16 - 16 - 16					1 my 1 mills	175/75

# **Administrative Assistant Technology**

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

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

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

Course Number	Course Title	Credit Hours
First Sem	ester	
BOS 101	Keyboarding and Document Formatting I	
<b>BOS 130</b>	Business Machines	
BOS 151	Information Processing Principles and Applications	4
ENG 100	Communication Skills	4
MTH 163	Business Mathematics	<u>3</u>
		17
Second S	emester	
<b>BOS 102</b>	Keyboarding and Document Formatting II	3
<b>BOS 107</b>	Clerical Methods and Procedures	4
<b>BOS 152</b>	Computerized Transcription Skills	3
BOS 156	WordPerfect I or	
BOS 157	Microsoft Word for Windows I or	
<b>BOS 158</b>	WordPerfect for Windows I	2
<b>BOS 206</b>	Telecommunications Office Applications	2
<b>BOS 256</b>	WordPerfect II or	
<b>BOS 257</b>	Microsoft Word for Windows II or	
<b>BOS 258</b>	WordPerfect for Windows II	<u>2</u>
		16
Total credi	it hours for one-year program: 33	

#### lotal credit nours for one-year program: 33

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

#### Third Semester Keyboarding/Speedbuilding......2 BOS 204 **BOS 208 BOS 225** PLS 108 Elective Elective Restricted Program Elective\*\* ...... 1-4

13-18

Fourth Sem	ester	
ACC 091	Fundamentals of Accounting or	
ACC 111	Principles of Accounting	3
BOS 207	Introduction to Powerpoint	2
BOS 250	Administrative Office Systems and Procedures	4
CIS 152	Introduction to Excel	
CIS 182	Introduction to MS Access	2
COM 101	Fundamentals of Speaking	3
SCI 100	Introduction to Natural Sciences	

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

# \*\*Restricted Program Electives

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

<sup>\*</sup> See list of Humanities courses that meet elements 13 & 14.