

WCC General Education Requirements Effective Fall 2018

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

Course Distribution Requirements

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

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

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

² From two disciplines

³ From two disciplines

Program Information Report

Management (APMNGD)

Associate in Applied Science Degree

Program Effective Term: Fall 2018

High Demand Occupation High Skill Occupation High Wage Occupation

Program is also available online

Some employers require or prefer employees to have an associate degree as a condition for employment or for advancement. Students can earn an Associate in Applied Science Degree in Management, by completing the requirements listed below. See an advisor to develop a plan and select appropriate courses for this program.

Articulation:

Davenport University, Bachelor degree;
Eastern Michigan University, BBA degree.

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/>.

First Semester		(15 credits)
BMG 230	Management Skills	3
	Math Elective(s)	3
	Writing Elective(s)	3
	Occupational/Technical Course 1*	3
	Restricted Elective: Choose from ACC, BMG, CIS, BOS, WEB	3
Second Semester		(15 credits)
BMG 273	Managing Operations	3
	Nat. Sci. Elective(s)	3
	Speech/Comp. Elective(s) 2	3
	Occupational/Technical Course 2*	3
	Restricted Elective: Choose from ACC, BMG, CIS, BOS, WEB	3
Third Semester		(15 credits)
BMG 279	Performance Management	3
	Arts/Human. Elective(s)	3
	Occupational/Technical Course 3*	3
	Occupational/Technical Course 4*	3
	Restricted Elective: Choose from ACC, BMG, CIS, BOS, WEB	3
Fourth Semester		(15 credits)
BMG 291	Project Management	3
	Soc. Sci. Elective(s)	3
	Occupational/Technical Course 5	3
	Restricted Elective: Choose from ACC, BMG, CIS, BOS, WEB	3
	Elective(s) to reach minimum 60 credits	3

Minimum Credits Required for the Program: 60

Notes:

*Complete a certificate or degree in any occupational/technical area plus additional related credits to equal a minimum of 15 credit hours.

Done 1/24/18
NW

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

Due December 8, 2017

Program Code: <i>ARMNB15</i>	Program Name: <i>MANAGEMENT AAS</i>
Division Code: <i>BCT</i>	Department: <i>BUSINESS</i>

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:

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

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

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

REQUESTED CHANGES	
General Education Area	
English Composition – The requirement for one writing/English composition course remains the same. No changes will be made unless specifically requested below. (Use Writing Elective or ENG 111)	
Optional Change:	<i>no change</i>
2nd Course in English Composition or one course in Communication WCC previously required both a second composition/writing course and a communication course. Your options are:	
<ol style="list-style-type: none"> <input checked="" type="radio"/> Allow students to select any course that meets composition/writing or communication (recommended). Require students to take a specific composition course (identify course below and on semester layout). Require students to take a specific communication course (identify course below and on semester layout). 	
Requested Change:	<i>2nd writing & comp elective</i>

LEARN BCT - BUSINESS - DEC 14/17

	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:	<i>no change</i>
	Natural Sciences - The requirement for one natural science course remains the same. No changes will be made unless specifically requested below.
Optional Change:	<i>no change</i>
	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:	<i>no change</i>
	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:	<i>no change</i>
	Computer and Information Literacy The requirement for computer and information literacy has been removed. Your options are: <ol style="list-style-type: none"> 1. Continue to require a specific computer course. If a specific course is required in your program, we will leave it there. If you previously used "Computer and Information Literacy Course," you will need to specify either a specific course or a list of courses from which to choose. 2. Remove the computer and information literacy course if the program will still meet the minimum of 60 credit hours. 3. Remove the computer and information literacy course and replace the course with elective or other credits as needed to meet the minimum of 60 credit hours.
Required Change:	

Reviewer	Print Name	Signature	Date
Initiator	<i>BOLETTE M. Young</i>	<i>[Signature]</i>	<i>12/14/2017</i>
Department Chair	<i>[Signature]</i>	<i>[Signature]</i>	<i>12/14/17</i>
Division Dean/ Administrator	<i>Eva Samulski</i>	<i>[Signature]</i>	<i>12-18-17</i>
Vice President for Instruction		<i>[Signature]</i>	<i>1/9/18</i>

Office use only

Entered in: Banner C&A Database Log File
1/24/18 *1/24/18*

PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code: ~~APMGTM~~ **APMNGD** Program Name: Management

Effective Term: Fall 2012

Division Code: BCT Department: Business

Directions:

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

Requested Changes:

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

Show all changes on the attached page from the catalog.

Rationale for proposed changes or discontinuation:

Update name

Financial/staffing/equipment/space implications:

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

Signatures:

Reviewer	Print Name	Signature	Date
Initiator	Colette Young/Kim Hurns		2/9/12
Department Chair	Colette Young		2/9/12
Division Dean/Administrator	Rosemary Wilson		2/13/12
Vice President for Instruction			2-5-12
President			

Do not write in shaded area. Entered in: Banner _____ C&A Database 4/20 Log File 4/24/12 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.

jh logged 2/14/12 sjv
Office of Curriculum & Assessment

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

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

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

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

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

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

Business

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

Program Information Report

Management (APMNGD)

Associate in Applied Science Degree

Program Effective Term: Fall 2012

Some employers require or prefer employees to have an associate degree as a condition for employment or for advancement. Students can earn an Associate in Applied Science Degree in Management Supervision, by completing the requirements listed below. See an advisor to develop a plan and select appropriate courses for this program.

Articulation:

Davenport University, Bachelor degree;
Eastern Michigan University, several BS degrees.

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

General Education		Credits
	Writing Elective(s)	3-4
	Arts/Human. Elective(s)	3
	Computer Lit. Elective(s)	3
	Speech Elective(s)	3
Mathematics		Credits
	Math Elective(s)	3-4
	Nat. Sci. Elective(s)	3-4
Elective	Occupational/Technical Course 1	3
Elective	Occupational/Technical Course 2	3
Occupational/Technical		Credits
Elective	Occupational/Technical Course 3	3
Elective	Occupational/Technical Course 4	3
Elective	Occupational/Technical Course 5	3
Elective	Restricted ACC, BMG, CIS, INP and/or RES elective	3
Business		Credits
BMG 230	Management Skills	3
BMG 273	Managing Operations	3
Elective	Restricted ACC, BMG, CIS, INP and/or RES elective	3
	Soc. Sci. Elective(s)	3
Management		Credits
BMG 279	Performance Management	3
BMG 291	Project Management	3
Elective	Restricted ACC, BMG, CIS, INP and/or RES elective	3
Elective	Restricted ACC, BMG, CIS, INP and/or RES elective	3

Minimum Credits Required for the Concentration or Option:

Minimum Credits Required for the Program: 60

Management Supervision (APMGTM)

Associate in Applied Science Degree

General Education Requirements

Writing	Elective(s)
Speech.	Elective(s)
Math	Elective(s)
Nat. Sci.	Elective(s)
Soc. Sci.	Elective(s)
Arts/Human.	Elective(s)
Computer Lit.	Elective(s)

(21 credits)

3-4
3
3-4
3-4
3
3
3

Major/Area Requirements

(39 credits)

Complete a certificate or degree in any occupational/technical area plus additional related credits to equal a minimum of 15 credit hours.

15

Complete the Management Supervision Advanced Certificate.

BMG 230	Management Skills	3
BMG 273	Managing Operations	3
BMG 279	Performance Management	3
BMG 291	Project Management	3
Elective	Complete an additional 6 credit hours of business courses in the BMG or RES discipline.	6
Elective	Complete an additional 6 credit hours in the disciplines of ACC, BMG, CIS, INP and/or RES.	6

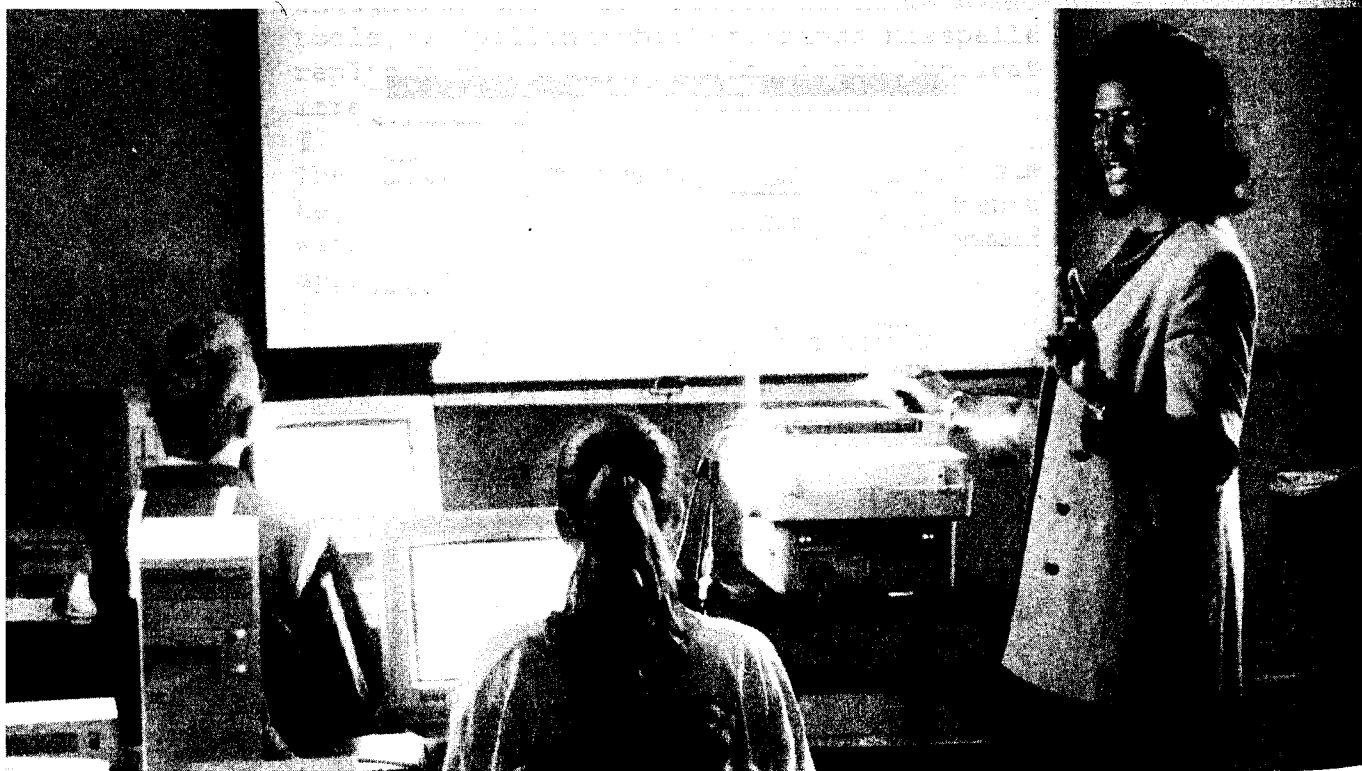
Minimum Credits Required for the Program:

60

Management Supervision (APMGTM)

Some employers require or prefer employees have an associate degree as a condition for employment or for advancement. Students can earn an Associate in Applied Science Degree in Management Supervision, by completing the requirements listed below. See an advisor to develop a plan and select appropriate courses for this program.

Articulation: Davenport University, Bachelor's degree; Eastern Michigan University, several Bachelor's degrees. Copies can be obtained from the Counseling Office, a program advisor, or from the Curriculum and Assessment Office Web site at <http://www.wccnet.edu/departments/curriculum/articulation.php?levelone=colleges>.



PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code
APMGTM

Program Name: Management Supervision Assoc. in Applied Science

Effective Term: W-2009

Division Code: BCT

Department: Business

Directions:

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

Requested Changes:

- | | |
|--|---|
| <input type="checkbox"/> Review | <input type="checkbox"/> Program admission requirements |
| <input type="checkbox"/> Remove course(s): _____ | <input type="checkbox"/> Continuing eligibility requirements |
| <input type="checkbox"/> Add course(s): _____ | <input type="checkbox"/> Program outcomes |
| <input type="checkbox"/> Program title (title was _____) | <input type="checkbox"/> Accreditation information |
| <input type="checkbox"/> Description | <input type="checkbox"/> Discontinuation (attach program discontinuation plan that includes transition of students and timetable for phasing out courses) |
| <input type="checkbox"/> Type of award | <input checked="" type="checkbox"/> Other <u>ELECTIVE REQUIREMENTS</u> |
| <input type="checkbox"/> Advisors | <u>CHANGE TO BMG / RES</u> |
| <input type="checkbox"/> Articulation information | |
- Show all changes on the attached page from the catalog.

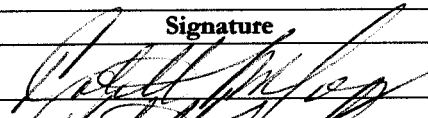
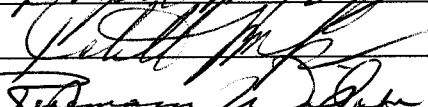
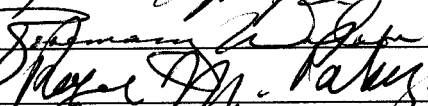
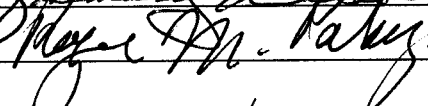
Rationale for proposed changes or discontinuation:

Real Estate (RES) courses are in the Business Department and can satisfy the BMG elective requirements.

Financial/staffing/equipment/space implications:

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

Signatures:

Reviewer	Print Name	Signature	Date
Initiator	Colette M. Young		1/22/2009
Department Chair	Colette M. Young		1/22/2009
Division Dean/Administrator	Rosemary Wilson		1/26/09
Vice President for Instruction	Meagan M. Paloy		2/24/09
President			

Do not write in shaded area. Entered in: Banner _____ C&A Database 2/25/09 Log File 1/27/09 Board Approval _____

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

Management Supervision (APMGTM)

Associate in Applied Science Degree

General Education Requirements

Writing	Elective(s)	3-4
Speech	Elective(s)	3
Math	Elective(s)	3-4
Nat. Sci.	Elective(s)	3-4
Soc. Sci.	Elective(s)	3
Arts/Human.	Elective(s)	3

Major/Area Requirements

(42 credits)

	Complete a certificate or degree in any occupational/technical area plus additional related credits to equal a minimum of 15 credit hours.	15
	Complete the Management Supervision Advanced Certificate.	
BMG 230	Management Skills	3
BMG 273	Managing Operations	3
BMG 279	Performance Management	3
BMG 291	Project Management	3
Elective	Complete an additional 9 credit hours of business courses in the BMG discipline. <i>RES DISCIPLINE</i>	9
Elective	Complete an additional 6 credit hours in the disciplines of ACC, BMG, CIS, and/or INP. <i>RES</i>	6

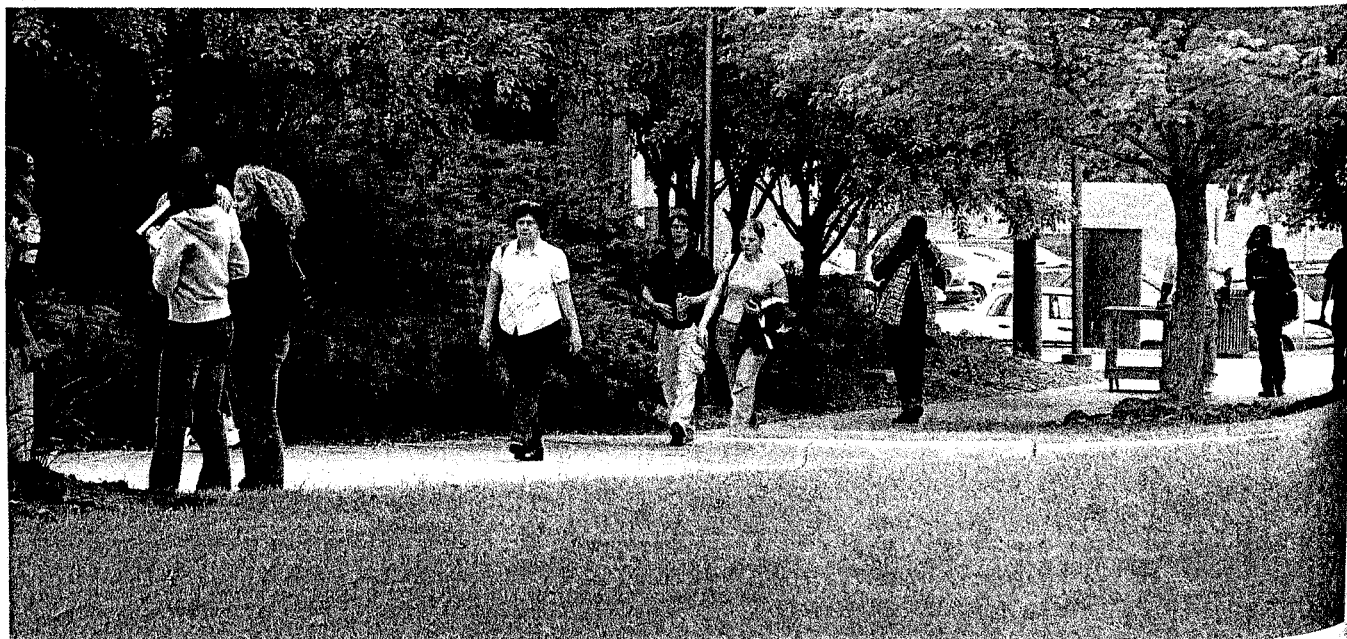
Minimum Credits Required for the Program: 60

Notes:
 Students must meet the Computer and Information Literacy Graduation Requirement.
 See General Education Graduation Requirements in the WCC Bulletin.

Management Supervision (APMGTM)

Some employers require or prefer employees to have an associate degree as a condition for employment or for advancement. Students can earn an Associate in Applied Science Degree in Management Supervision, by completing the requirements listed below. See an advisor to develop a plan and select appropriate courses for this program.

Articulation: Davenport University, Bachelor degree, Eastern Michigan University, several BS degrees. Copies can be obtained from the Counseling Office, a program advisor, or from the Curriculum and Assessment Office Web site: <http://www.wccnet.edu/departments/curriculum/articulation.php?levelone=colleges>.



Program Information Report

School of Business and Entrepreneurial Studies

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

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

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

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

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

Business

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

Management Supervision (APMGTM)

Associate in Applied Science Degree

Program Effective Term: Fall 2009

Some employers require or prefer employees to have an associate degree as a condition for employment or for advancement. Students can earn an Associate in Applied Science Degree in Management Supervision, by completing the requirements listed below. See an advisor to develop a plan and select appropriate courses for this program.

Articulation:

Davenport University, Bachelor degree;
Eastern Michigan University, several BS degrees.

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

General Education Requirements		(18 credits)
Writing	Elective(s)	3-4
Speech	Elective(s)	3
Math	Elective(s)	3-4
Nat. Sci.	Elective(s)	3-4
Soc. Sci.	Elective(s)	3
Arts/Human.	Elective(s)	3

Major/Area Requirements		(15 credits)
Complete a certificate or degree in any occupational/technical area plus additional related credits to equal a minimum of 15 credit hours.		15
Complete the Management Supervision Advanced Certificate.		
BMG 230	Management Skills	3
BMG 273	Managing Operations	3
BMG 279	Performance Management	3
BMG 291	Project Management	3
Elective	Complete an additional 9 credit hours of business courses in the BMG or RES discipline.	9
Elective	Complete an additional 6 credit hours in the disciplines of ACC, BMG, CIS, INP and/or RES.	6

Minimum Credits Required for the Program:

60

Notes:

Students must meet the Computer and Information Literacy Graduation Requirement. See General Education Graduation Requirements in the WCC Bulletin.

**Management Supervision (APMGTM)
Associate in Applied Science Degree**

Program Effective Term: Fall 2004

Some employers require or prefer employees to have an associate degree as a condition for employment or for advancement. You can earn an Associate in Applied Science Degree in Management Supervision, by completing the requirements listed below. See an advisor to develop a plan and select appropriate courses for this program.

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		(18 credits)
Writing	Elective(s)	3-4
Speech	Elective(s)	3
Math	Elective(s)	3-4
Nat. Sci.	Elective(s)	3-4
Soc. Sci.	Elective(s)	3
Arts/Human.	Elective(s)	3

Major/Area Requirements		(42 credits)
	Complete a certificate or degree in any occupational/technical area plus additional related credits to equal a minimum of 15 credit hours	15
	Complete the Management Supervision Advanced Certificate (12 credits).	
BMG 230	Introduction to Supervision	3
BMG 273	Managing Operations	3
BMG 279	Performance Management	3
BMG 291	Project Management	3
	Complete an additional 9 credit hours of business courses (BMG)	9
	Complete an additional 6 credit hours in the disciplines of ACC, BMG, CIS, and/or INP	6

Minimum Credits Required for the Program: 60

**Management Supervision (APMGTM)
Associate in Applied Science Degree**

Program Effective Term: Fall 2001

Some employers require or prefer employees to have an associate degree as a condition for employment or for advancement. You can earn an AAS in Management Supervision, by completing the requirements listed below. See an advisor to develop a plan and select appropriate courses for this program.

Business Division

Business Department

Advisors: Colette Young

Requirements

- | | |
|--|-------|
| 1. Complete a certificate or degree in any occupational/technical area plus additional related credits to equal a minimum of 15 credit hours | 15 |
| 2. Complete the Management Supervision Advanced Certificate (MGTA). | 12 |
| 3. Complete an additional 9 credit hours of business courses (BMG) | 9 |
| 4. Complete an additional 6 credit hours in the disciplines of ACC, BMG, CIS, and/or INP | 6 |
| 5. Complete the General Education Requirements for the AAS Degree | 18-21 |

Minimum Credits Required for the Program: 60

Washtenaw Community College EEO / Title IX / Section 504 Statement

Washtenaw Community College does not discriminate on the basis of race, sex, color, religion, national origin, age, disability, height, weight, marital status, or veteran status in provision of its educational programs and services or in employment opportunities and benefits. WCC is committed to compliance in all of its activities and services with the requirements of Title IX of the Educational Amendments of 1972, Public Act 453, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964 as amended, Public Act 220, and the Americans with Disabilities Act of 1990.

Inquiries concerning programs and services under Title IX and Section 504, and the Americans with Disabilities Act should be directed to the Office of the Dean of Student Services; Room 225A, Student Center Building, 734- 973-3536. Inquiries regarding compliance in employment should be directed to the College Affirmative Action Officer in the Office of Human Resource Management, Room 120, Business Education Building, 934- 973-3497. Inquiries concerning access to facilities should be directed to the Director of Plant Operations, Plant Operations Building, 734- 677-5300.

**Washtenaw Community College
Program Change Request Form**

MGTS
 Program Code: **FLMD** Program Title: **First-Line Management** *Management Department* Effective Year: Fall 2000

1. Course Related Program Changes:

Course	Course Title	Elective Group (if applicable)	Credit	Sem	Change(s)
*	College Bulletin, Page 64, Attached				Remove <input checked="" type="checkbox"/> Add <input type="checkbox"/> Change Title <input type="checkbox"/> <input type="checkbox"/> Change Credit (was: _____) <input type="checkbox"/> Shift in Sequence (was: _____)
**	Detail Sheet Attached				Remove <input type="checkbox"/> Add <input checked="" type="checkbox"/> Change Title <input type="checkbox"/> <input checked="" type="checkbox"/> Change Credit (was: 62) <input type="checkbox"/> Shift in Sequence (was: _____)
					Remove <input type="checkbox"/> Add <input type="checkbox"/> Change Title <input type="checkbox"/> <input type="checkbox"/> Change Credit (was: _____) <input type="checkbox"/> Shift in Sequence (was: _____)
					Remove <input type="checkbox"/> Add <input type="checkbox"/> Change Title <input type="checkbox"/> <input type="checkbox"/> Change Credit (was: _____) <input type="checkbox"/> Shift in Sequence (was: _____)
					Remove <input type="checkbox"/> Add <input type="checkbox"/> Change Title <input type="checkbox"/> <input type="checkbox"/> Change Credit (was: _____) <input type="checkbox"/> Shift in Sequence (was: _____)
					Remove <input type="checkbox"/> Add <input type="checkbox"/> Change Title <input type="checkbox"/> <input type="checkbox"/> Change Credit (was: _____) <input type="checkbox"/> Shift in Sequence (was: _____)
					Remove <input type="checkbox"/> Add <input type="checkbox"/> Change Title <input type="checkbox"/> <input type="checkbox"/> Change Credit (was: _____) <input type="checkbox"/> Shift in Sequence (was: _____)
					Remove <input type="checkbox"/> Add <input type="checkbox"/> Change Title <input type="checkbox"/> <input type="checkbox"/> Change Credit (was: _____) <input type="checkbox"/> Shift in Sequence (was: _____)

2. Total Credit Hours for Program: Before Proposed Changes: 62 After Proposed Changes: 60-61

Non-Course Related Program Changes: (description, advisors, admission criteria, title, etc.)
 (Description) This program meets the needs of the student who is not planning to transfer to a four-year institution and wants to complete a two-year degree in Business Management. The learner earns this degree by combining the Advanced Certificate in First Line Management with a Certificate in a business occupational specialty, general education courses, and business related courses that meet the Associate in Applied Science Degree requirements.
 (Admission Criteria) Advanced Certificate in First Line Management
 (Advisors) Colette Young and Michael O'Rear

4. Rationale for Proposed Changes: Provide students with a clearer program focus and identification of target audience.

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

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

7. Signatures:

Reviewer	Print Name	Signature	Date
Program Change Initiator:	Rosemary Wilson	<i>Rosemary Wilson</i>	4/19/02
Department Chair:	Granville Lee	<i>Granville Lee</i>	4/19/00
Division Dean:	Bella G. Parker	<i>Bella G. Parker</i>	4/23/02
VP, Instruction/Student Services:	Guy Altieri	<i>Guy Altieri</i>	4/29/00

If significant changes are proposed, please attach a copy of the most recent program listing from the College Bulletin with changes marked on it. If courses are being changed as part of this proposal, course changes must be approved using the Course/Syllabus Approval Form.
 Data File _____ Curriculum File _____ Catalog: 5/18/00

First Line Management (FLMD)

Associate in Applied Science Degree

This program prepares you for management and supervision job opportunities by adding management skills to your technical or occupational certificate. You earn this degree by combining the First-Line Management Mastery Certificate with courses that meet the core curriculum and fifteen credit hours from a technical or occupational area.

Advisor: Cheryl Gracie

Program Admission Requirements: None

Course Number	Course Title	Credit Hours
General Courses		
		19 (15 Credits)
ENG 111	Composition I	4
Elective	CIS 100 or 110	3
Elective	SCI 100 or BIO 101 or 102	1
Elective	Humanities Restricted Elective: Choose a course from the list of humanities courses in the College catalog that meet core elements 13 & 14 (see p. 60).	1
Elective	MTH 163 or higher	3
Elective	PLS 112 or PLS 150	3
<i>DMG Electives</i>		
		(26 Credits)
BMG 106	Legal Basics in Business	3
BMG 200	Human Relations in Business	3
BMG 207	Business Communication	3
✓ BMG 230	First Line Management	3
BMG 272	Problem Solving	2
✓ BMG 273	Understanding the Organization: Systems	3
✓ BMG 279	Performance Management	3
BMG 287	Managerial Leadership	3
BMG 291 ¹	First Line Leadership Capstone	3
Program Related Courses		
		15 (21 Credits)
ACC 220 ²	Financial Planning, Budget, and Control	3
ACC 230 ³	Financial Statement Analysis for Non-Accountants	3
Elective	15 credits from any occupational/technical certificate	15
Minimum Credits Required:		62

¹Complete 24 credits of program requirements before taking BMG 291.

²BMG 273 must be taken before ACC 220.

³ACC 220 must be taken before ACC 230.

Program: First Line Management (FLMD)

Division: BUS **Department:** BUSD

Occupational Specialty	Credits
Total Credit Hours <i>Elective</i>	<i>pre-reg.</i> minimum of 15-24

Program Related Course	Credits
Certificate First Line Management:	12
• BMG 230 (3)	
• BMG 273 (3)	
• BMG 279 (3)	
• ACC 220 (3) -- <i>pre-reg. MTH 163</i>	
BMG Elective Courses	9
Program Electives: (BMG, ACC, CIS, or INP)	0-5
Total Credit Hours	41 -26

General Education Requirements	Credits
Total Credit Hours	19

Total Credits in Program: ~~60~~ *55-69*

21 24
19 19
55 - 69

Washtenaw Community College Program Change Request Form

Program Code: _____

Program Title: **Management Supervision (APMGTM)**

Effective Year: **W 2001**

1. Course Related Program Changes:

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

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

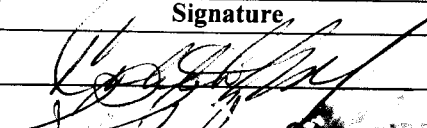
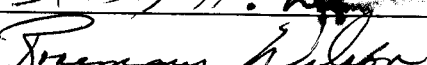

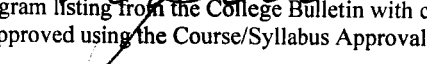
Non-Course Related Program Changes: (description, advisors, admission criteria, title, etc.)
 Requirement - Complete a certificate or degree in any speciality area, plus elective credits 15
to equal minimum of 15 credit hours.

4. Rationale for Proposed Changes: Clarify program intent.

5. Financial/Staffing/Equipment/Space Implications:

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

7. Signatures:

Reviewer	Print Name	Signature	Date
Program Change Initiator:	Colette Young		9/26/00
Department Chair:	Granville Lee		9/26/00
Division Dean:	Rosemary Wilson		9/26/00
VP, Instruction/Student Services:	Guy Altieri		10/3

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

Management Supervision (APMGTM) Associate in Applied Science Degree



Some employers require or prefer employees to have an associate degree as a condition for employment or for advancement. You can earn an AAS in Management Supervision, by completing the requirements listed below.

Business Department

Advisor: Colette Young

Requirement	Credit Hours
Complete a certificate or degree in any specialty area with a minimum of 15 credit hours.....	15
Complete the Management Supervision Advanced Certificate (MGTA)	12
Electives* Complete an additional 9 credit hours of business courses (BMG).....	9
Electives* Complete an additional 6 credit hours in the disciplines of ACC, BMG, CIS, and/or INP	6
Electives Complete the General Education Requirements for the AAS.....	18-21

Credits Required for the Program:60-63

* See your advisor to select appropriate electives.

Small Business and Entrepreneurship (CTSBEA)

Certificate



This program provides you with concepts, theory and practice in starting and operating a small business enterprise. In addition, the program also provides a feeling for "intrapreneurship" - your opportunities within the corporate structure. Through the use of the Internet, telephone, face-to-face conversation, text materials, commercial software, and a business venture simulation you make many of the decisions and must demonstrate many of the skills involved in starting and operating a small business. You are also introduced to and encouraged to use the resources of the Michigan Small Business Development Center (SBDC) at Washtenaw Community College.

Business Department

Advisor: Granville Lee

Program Admission Requirements: None

Note: Basic computer and Internet usage skills are needed.

Course Number	Course Title	Credit Hours
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Major/Area Requirements

BMG 109	Intro to Home-Based Small Business Mgmt	3
BMG 209	Writing the Business Plan	3
BMG 292	Operating a Small Business: An Experience	3

Credits Required for the Program:9



Program Approval Document

**Associate In Applied Science
In
FIRST LINE MANAGEMENT**

Prepared by

Rosemary Wilson
Business Department
Washtenaw Community College

April 15, 1999

COURSE REQUIREMENTS FOR PROGRAM

Course	Title	Credit	Pre-requisites/Co-requisites
Semester 1:			
BMG 207	Business Communications	3	None
<i>Change</i> BMG 230	First Line Management	3	None
BMG 272	Problem Solving & Decision Making	3	None
BMG 273	Understanding the Organization: A Systems Perspective	3	MTH 163 (or higher) or consent of instructor
		<u>12</u>	
Semester 2:			
<i>NEW</i> BMG 106	Legal Basics for Business	3	None
BMG 200	Human Relations in Business	3	None
<i>NEW</i> BMG 276-279	Performance Management	3	None
<i>NEW</i> ACC 2201	Financial Planning, Reporting, & Control	3	BMG 273 Understanding the Organization
		<u>12</u>	
Semester 3:			
<i>NEW</i> BMG 286-281	Managerial Leadership*	3	None
<i>NEW</i> BMG 286-291B	First Line Management Capstone Course	2	Completion of 24 credits of program requirements or consent of instructor
<i>NEW</i> ACC 2302	Financial Statement Analysis for Non-Accountants	1	ACC 220
ENG 100 or # <i>higher or COM 101 or 102</i>		3 3-4	
Minimum Credits Required:		28 33-34	

Degree add core:

- CIS 100 or 110 3-4
- SCI 100 or BIO 101 or 102 1-4
- HUM elective (select from list that meet core elements 13 & 14) 1-3
- MTH 163 or higher 3-4
- PLS elective - choose any Physical Science 3
- combine* 11-18

X1 = add ⁹⁻¹⁶ () credits to = 60
in Occupational cert.

21 courses.

33	60
11	- 44
44	16

**WASHTENAW COMMUNITY COLLEGE
PROGRAM AUTHORIZATION FORM**

FLMC

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

7. Program Description (for Catalog, brochures, etc.):
 The Associate Degree program in First Line Leadership prepares students with technical or occupational specialty backgrounds to advance into first-line management. Students develop the interpersonal and conceptual skills that build upon their technical backgrounds to prepare them to move into positions as supervisors, team leaders, and first-line managers. This program is not intended for transfer.

8. Advisors: Cheryl Gracie, Colette Young, Rosemary Wilson

9. Admissions Criteria:	10. Criteria for Continuing Program Eligibility:
Completion of a Certificate or Degree in an occupational specialty OR three years of work experience in an occupational field	<i>has to be included in the program.</i>

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

Approval Recommended:	Print Name	Signature	Date
Program Initiator:	<u>Rosemary Wilson</u>	<i>Rosemary Wilson</i>	<u>4/15/99</u>
Department Chair/Director:	<u>Cheryl Gracie</u>	<i>Cheryl Gracie</i>	<u>4/15/99</u>
Dean:	<u>Bella H. Parker</u>	<i>Bella H. Parker</i>	<u>4/15/99</u>
VP, Instruction/Student Services:	_____	<i>Woy</i>	_____
President:	_____	<i>Jerry Whitcomb</i>	<u>5/13/99</u>
Date of Board Approval:	<u>May 11, 1999</u>		

Available on disk