PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code: CTADA   **Program Name: Administrative Assistant I**   **Effective Term: Fall 2013**

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

Directions:

1. Attach the current program listing from the WCC catalog or Web site and indicate any changes to be made.

2. Draw lines through any text that should be deleted and write in additions. Extensive narrative changes can be included on a separate sheet.

3. Check the boxes below for each type of change being proposed. Changes to courses, discontinuing a course, or adding new courses as part of the proposed program change, must be approved separately using a Master Syllabus form, but should be submitted at the same time as the program change form.

Requested Changes:

☐ Review
☒ Remove course(s): BOS 107
☒ Add course(s): *BMG 155, BMG 607*
☐ 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 <u>attached page from the catalog</u>.

Rationale for proposed changes or discontinuation:

Content from BOS 107 (Office Administration I) is being merged into BOS 250 (Office Administration II). BOS 250 is currently included within the Office Administration II Advanced Certificate.
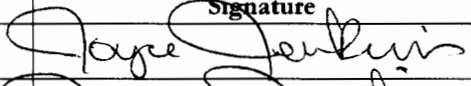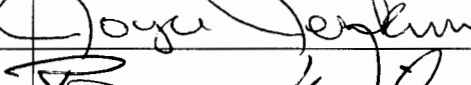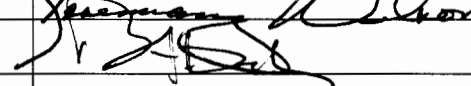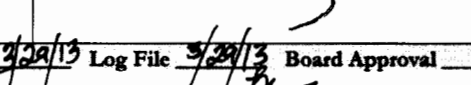

Financial/staffing/equipment/space implications:

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

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

N/A

Signatures:

Reviewer	Print Name	Signature	Date
Initiator	Joyce Jenkins	*Joyce Jenkins*	3-8-13
Department Chair	Joyce Jenkins	*Joyce Jenkins*	3-8-13
Division Dean/Administrator	Rosemary Wilson	*Rosemary Wilson*	3/8/13
Vice President for Instruction	William Abernethy	*[signature]*	4-10-13
President			

Do not write in shaded area.   Entered in: Banner_____   C&A Database_3/29/13_ Log File_3/29/13_ Board Approval_____

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

logged 3/12/13
Office of Curriculum & Assessment

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

Program Information Report

Administrative Assistant I (CTADA)
Certificate
Program Effective Term: **Fall 2013**

This program prepares students for immediate employment in entry-level information processing, receptionist, and general office positions. Students will obtain skills in document formatting, electronic organization and collaboration, record management, and Internet communication and scheduling. It also gives students credits that can be used toward an associate degree in Business Office Administration.

Major/Area Requirements		(18 credits)
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

Minimum Credits Required for the Program: **18**

ACADEMICS

Administrative Assistant I (CTADA)

Certificate   *Students will obtain* *electronic organization and collaboration*   2010 - 2011   2011 - 2012   2012 - 2013

Description

This program prepares students for immediate employment in entry-level information processing, ~~data entry~~, receptionist, and general office positions ~~where~~ skills in ~~keyboarding and~~ document formatting ~~using computers~~, record management, and Internet communication ~~skills are~~ *and scheduling.* ~~important.~~ It also gives students credits that can be used toward an associate degree in ~~Administrative Assistant Technology.~~ *Business Office Administration.*

Contact Information

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

Requirements

Major/Area Requirements

Class	Title	Credits
BOS 101C	Advanced Keyboarding	1
~~BOS 107~~	~~Office Administration I~~ *BMG 155 Business on the Internet · 3*	3
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
Total		

BMG 207 Business Communication   **Total Credits Required:** 3 ~~16~~ /18

▸ *Gainful Employment Disclosures*

New Description:

This program prepares students for immediate employment in entry-level information processing, receptionist, and general office positions. Students will obtain skills in document formatting, electronic organization and collaboration, records management and Internet communication and scheduling. It also gives students credits that can be used toward an associate degree in Business Office Administration.

From:	Jenkins, Joyce
Sent:	Tuesday, March 19, 2013 9:13 PM
To:	Garrett,Joy
Subject:	Administrative Assistant I Certificate - Fall 2013

Joy,

Along with BMG 155, I would also like to add BMG 207. I asked about 8 OPT's and former students and the majority of them suggested some type of writing or speech (similar to what you suggested). Two OPT's specifically mentioned BMG 207, since it covers writing, giving presentations, and lots of group work. I hope you are happy with my choices... if not, please let me know.

Thanks!

Administrative Assistant I (CTADA)

2013 – 2014 Program Year				
Class	**Title**	**Semester Completed**	**Final Grade**	**Credits**
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
BMG 155	Business on the Internet			3
BMG 207	Business Communication			3
			Total Credits Required	18

Joyce Jenkins
Professional Faculty & Department Chair
Business Office Systems Department
Washtenaw Community College
(734) 477-8982

PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code: **CTADA**

Program Name: Administrative Assistant I

Effective Term: 201109

Division Code: **BCT**   Department: BOSD

Directions:

1. Attach the current program listing from the WCC catalog or Web site and indicate any changes to be made.

2. Draw lines through any text that should be deleted and write in additions. Extensive narrative changes can be included on a separate sheet.

3. Check the boxes below for each type of change being proposed. Changes to courses, discontinuing a course, or adding new courses as part of the proposed program change, must be approved separately using a Master Syllabus form, but should be submitted at the same time as the program change form.

Requested Changes:

☐ Review
☒ Remove course(s): BOS 183 _____
☒ Add course(s): BOS 184 _____
☐ 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 <u>attached page from the catalog</u>.

Rationale for proposed changes or discontinuation:

BOS 183 Spreadsheet Software Applications is being replaced by BOS 184 Spreadsheet Software Applications I.
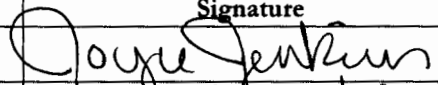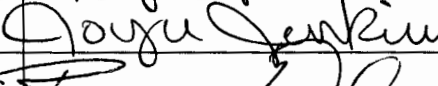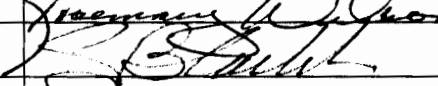
Financial/staffing/equipment/space implications:

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

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

BOSD, CISD

Signatures:

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

Do not write in shaded area. Entered in: Banner_____ C&A Database 4/7/11 Log File 2/29/11 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.

Program Information Report

School of Business and Entrepreneurial Studies

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

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

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

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

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

Business Office Systems

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

Administrative Assistant I (CTADA)
Certificate
Program Effective Term: Fall 2011

This program prepares students for immediate employment in entry-level information processing, data entry, receptionist, and general office positions where skills in keyboarding and document formatting using computers, record management, and Internet communication skills are important. It also gives students credits that can be used toward an associate degree in Administrative Assistant Technology.

Major/Area Requirements		(16 credits)
BOS 101C	Advanced Keyboarding	1
BOS 107	Office Administration I	4
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

Minimum Credits Required for the Program: **16**

PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code:
~~CTAAS~~ CTADA

Program Name: _Administrative Assistant I_____

Effective Term: _Fall 2006_____

Division Code:
_BCT____

Department: __Business Office Systems_____

Directions:

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

Requested Changes:

☐ Review
☐ Remove course(s): _____
☒ Add course(s): ____BOS 101C_____
☐ 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 _Credits   15 to 16_____

Show all changes on the underlined 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 Thompson_	11-22-05
Department Chair	Dosye A. Thompson	_Dosye A Thompson_	11-22-05
Division Dean/Administrator	Rosemary Wilson	_signature_	1/18/06
Vice President for Instruction	VB	_signature_	2/24/06

Do not write in shaded area. Entered in: Banner _____ C&A Database ____ Log File 2/9/06

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 I (CTAAS)   'UNDER CONSTRUCTION'
Certificate

Program Effective Term: Fall 2006

This program prepares students for immediate employment in entry-level information processing, data entry, receptionist, and general office positions where skills in keyboarding and document formatting using computers, record management, and Internet communication skills are important. It also gives students credits that can be used toward an associate degree in Administrative Assistant Technology.

Major/Area Requirements		(16 credits)
BOS 101C	Advanced Keyboarding	1
BOS 107	Office Administration I	4
BOS 157	Word Processing and Document Formatting I	3
BOS 183	Spreadsheet Software Applications	3
BOS 206	Scheduling and Internet Office Applications	2
BOS 257	Word Processing and Document Formatting II	3

Minimum Credits Required for the Program   **16**

Administrative Assistant I (CTAAS) ✓

Certificate

Major/Area Requirements

(~~15~~ 16 Credits)

BOS 107	Office Administration I	4
BOS 157	Word Processing and Document Formatting I	3
BOS 183	Spreadsheet Software Applications	3
BOS 206	Scheduling and Internet Office Applications	2
BOS 257	Word Processing and Document Formatting II	3

BOS 101C   Advanced Keyboarding   1

Minimum Credits Required for the Program: ~~15~~ Credits *16*

Administrative Assistant I (CTAAS)
This program prepares you for immediate employment in entry-level information processing, data entry, receptionist, and general office positions where skills in keyboarding and document formatting using computers, record management, and Internet communication skills are important. It also gives you credits that can be used toward an associate degree in Administrative Assistant Technology.

Administrative Assistant II (CVAAST)

Advanced Certificate

Major/Area Requirements

(~~18~~ Credits)

BOS 130	Office Financial Applications	3
BOS 182	Database Software Applications	3
BOS 207	Presentation Software Applications	2
BOS 208	Desktop Publishing for the Office	3
BOS 225	Integrated Office Applications	3
BOS 250	Office Administration II	4

BOS 101C   Advanced Keyboarding   1

Minimum Credits Required for the Program: ~~18~~ Credits *19*

BOS

Administrative Assistant II (CVAAST)
This program provides comprehensive preparation for individuals who are currently employed as office assistants, and who wish to advance their careers in office administration by upgrading their skills. Providing the knowledge and skills necessary for employment as a high-level administrative assistant or executive assistant in the public or private sector, this advanced certificate builds on skills developed in the Administrative Assistant I certificate program. In the Administrative Assistant II program, emphasis is placed on the expanding duties of an administrative assistant, and on the necessity of acquiring an in-depth knowledge of integrated software applications for the office. While mastering the technical knowledge essential for the office professional, students will also learn office management and organizational principles. Additionally, the program provides opportunities for skill enhancement in information processing, basic financial management, electronic presentations, and office administration. Upon completion of this program, the student will receive an advanced certificate as an administrative assistant.

BUSINESS OFFICE PROGRAMS

PROGRAM CHANGE FORM

CTAAC

Program Code:	Program Name:	Effective Term:
CFAATC	**Administrative Assistant I**	**Fall 2003**

Directions: 1.) Attach the current program listing from the WCC catalog and indicate any changes that you would like to make.

2.) Draw lines through anything that should be deleted and write in additions. Extensive narrative changes may be included on a separate sheet.

3.) Check the boxes below for each type of change being proposed. If you are making changes to courses or proposing new courses as part of this proposal, they must be approved separately using a Course-Syllabus Approval Form (CSAF). Courses that are being discontinued also should be submitted on CSAF forms.

---

1. Requested Changes:

☒ Remove __5__ Course(s)
☐ Add _____ Course(s)
☒ Total Credits: Current Credits __31__ After Changes _____
☒ Change Course Semester Sequencing
☒ Change Title (title was __Administrative Assistant Technology__)
☐ Description

☐ Advisors
☐ Articulation Information
☐ Program Admission Requirements
☐ Continuing Eligibility Requirements
☐ Footnotes
☐ Other _____

Show all changes on the attached program sheet.

---

2. Rationale for Proposed Changes:

This certificate is being split into two certificates. Many students did not require all of the content in the original certificate.

This is the first of the two certificates.

---

3. Financial/Staffing/Equipment/Space Implications:

None.

---

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

**REMINDER: Please include the current program sheet with all changes listed.

Signatures:

Reviewer	Print Name	Signature	Date
Program Change Initiator:	Eleanor Charlton	*Eleanor Charlton*	3/28/03
Department Chair:	Eleanor Charlton	*Eleanor Charlton*	3/28/03
Division Dean/Administrator:	Rosemary Wilson		3/28/03
Executive Vice President, Instruction		*Roger M. Palay*	3/28/03

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

mlbCurriculum Development\Forms\Program Forms\Program Change Form v2.3.doc 6/18/02
Access Program File_____ Log_____ Copied and Returned _____
Copies: Initiator, Department Chair, Dean, Curriculum Files
New Listing to: Counseling, Admissions, Student Records   File Name: AdminAsstTechIChngs.doc

Business Office

Administrative Assistant I (CTAAC)
Certificate

Program Effective Term: Fall 2003

This program prepares you for immediate employment in entry-level information processing, data entry, receptionist, and general office positions where skills in keyboarding and document formatting using computers, record management, and Internet communication skills are important. It also gives you credits that can be used toward an associate degree in Administrative Assistant Technology. Students need to demonstrate keyboarding skills of 30 wpm.

Business and Computer Technologies Division
Business Office Systems Department

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

Major/Area Requirements   (15 Credits)

BOS 107	Office Administration I	4
BOS 157	Word Processing and Document Formatting I	3
BOS 183	Spreadsheet Software Applications	3
BOS 206	Scheduling and Internet Office Applications	2
BOS 257	Word Processing and Document Formatting II	3

Minimum Credits Required for the Program: **15**

CTAAC (handwritten)

Administrative Assistant Technology (CFAATC)

Certificate

This program prepares you for immediate employment in entry-level information processing, data entry, receptionist, and general office positions where skills in keyboarding and document formatting using computers, record management, and Internet communication skills are important. It also gives you credits that can be used toward an associate degree in Administrative Assistant Technology. 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

(handwritten) " OFFICE ADMINISTRATION I "

Major/Area Requirements (22 Credits)

BOS 102	Document Formatting	3
BOS 107	Clerical Methods and Procedures	4
BOS 130	Office Financial Applications	3
BOS 157	Word Processing Applications *AND FORMATTING I*	3
BOS 183	Spreadsheet Software Applications	3
BOS 206	Scheduling and Internet Office Applications	2
BOS 250	Administrative Office Systems and Procedures	4
BOS 257	Word Processing Applications *AND FORMATTING II*	3

Required Support Courses (9 Credits)

CIS 100	Introduction to Software Applications	3
CIS 117	Windows Operating System	2
Choose:	ENG 100 Communication Skills or	
	ENG 111 Composition I	4

Minimum Credits Required for the Program: 15 *(handwritten)*

Administrative Assistant Technology (APAATD)

Associate in Applied Science Degree

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 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 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)

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

BIO 102 is required for the Medical Administrative Assistant Option.

Major/Area Requirements (22 Credits)

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

Required Support Courses (8 Credits)

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

Program Options (12 Credits)

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

Minimum Credits Required for the Program: 61

Administrative Assistant Technology Options

Administrative Assistant Option (ADMA) (12 Credits)

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

Medical Administrative Assistant Option (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

(1) Program Title: Secretarial Technology   **Program Number:** SEC   **Effective Term:** F95

(2) Change Information: (One-year certificate)

Current Program Course Requirements:		
Course Number	**Course Title**	**Credit Hours**
SEMESTER ONE delete the following: BOS 102 (Intermediate Typing) BOS 131 (Beginning Shorthand)		17
SEMESTER TWO delete the following: BOS 132 (Intermediate Shorthand) BOS 155 (MS Word I) BOS 255 (MS Word II) ENG 100 (Communications Skills)		16
Current Total Credits:		35

Non-Course Program Requirements:

TITLE: Secretarial Technology
CODE: SEC

Proposed Program Course Requirements		
Course Number	**Course Title**	**Credit Hours**
SEMESTER ONE add the following: BOS 101 (Keyboarding & Document Formatting I) ENG 100 (Communications Skills)		17 3 4

SEMESTER TWO
add the following:
 BOS 102 (Keyboarding & Document
       Formatting II)
 BOS 206 (Telecommunications Office
       Applications)
		16
		
		3
		
		2

Proposed Total Credits:		35

Non-Course Program Requirements:

TITLE: Administrative Assistant Technology
CODE: Need New Code   *AATC*

(3) Rationale for Proposed Changes:

(4) Financial/Staffing/Resource Implications of Change

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

(6) Signatures

Signatures	Comments	Signature	Date
Program Change Initiator		*Rosalyn Culver*	5/4/95
Department Chair(s) or Area Director(s)		*Rosalyn Culver*	7/11/95
Dean(s)		*Billie B. Yanku*	5/5/95
VP for Instruction/Student Services			7/5

(1) Program Title: SECRETARIAL TECHNOLOGY   **Program Number:** SEC   **Effective Term:** F95

(2) Change Information: (One-year certificate)

Current Program Course Requirements:		
Course Number	Course Title	Credit Hours
DELETE	OLD DESCRIPTION	
	Current Total Credits:	

Non-Course Program Requirements:

Proposed Program Course Requirements		
Course Number	Course Title	Credit Hours
	NEW DESCRIPTION: 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.	
	Proposed Total Credits:	

Non-Course Program Requirements:

Now AATC

(3) Rationale for Proposed Changes:

Gives program name that reflects current titles in area businesses. 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

need to send forms to state

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

(6) Signatures	Comments	Signature	Date
Program Change Initiator		Rosalyn Culver	5/4/95
Department Chair(s) or Area Director(s)		Rosalyn Culver	5/4/95
Dean(s)		Bella H. Saulson	5/5/95
VP for Instruction/Student Services			

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 Semester		
BOS 101	Keyboarding and Document Formatting I	3
BOS 130	Business Machines	3
BOS 151	Information Processing Principles and Applications	4
ENG 100	Communication Skills	4
MTH 163	Business Mathematics	3
		17
Second Semester		
BOS 102	Keyboarding and Document Formatting II	3
BOS 107	Clerical Methods and Procedures	4
BOS 152	Computerized Transcription Skills	3
BOS 156	WordPerfect I **or**	
BOS 157	Microsoft Word for Windows I **or**	
BOS 158	WordPerfect for Windows I	2
BOS 206	Telecommunications Office Applications	2
BOS 256	WordPerfect II **or**	
BOS 257	Microsoft Word for Windows II **or**	
BOS 258	WordPerfect for Windows II	2
		16

Total credit hours for one-year program: 33

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

Course Number	Course Title	Credit Hours
Third Semester		
BOS 204	Keyboarding/Speedbuilding	2
BOS 208	Desktop Publishing for the Office	3
BOS 225	Information Processing Systems and Procedures	3
PLS 108	Government and Society	3
Elective	Restricted Humanities Elective *	1-3
Elective	Restricted Program Elective**	1-4
		13-18

WASHTENAW COMMUNITY COLLEGE

Office of the Vice President for Instruction and Student Services   Memorandum

TO: Student Services Directors

FROM: Pat Cygnar, Director of Curriculum and Articulation Services

DATE: July 28, 1995

SUBJECT: Business Office Systems Curriculum Changes

Based on recommendations made by the Business Office Systems Department, the following changes to the BOS programs have been approved by the Board of Trustees:

1994 Program	New Title	New Code
General Office Procedures - Certificate (GOS)	Program Discontinued	
Information Processing Technology - Certificate (IP)	Same	Same
Information Processing Technology - AAS (IPS)	Program Discontinued	
Secretarial Technology - Certificate (SEC)	Administrative Assistant Technology	AATC
Executive Secretarial Technology - AAS (EXSE)	Administrative Assistant Technology	AATD
Medical Secretarial Technology - Certificate (MS)	Medical Administrative Assistant Tech.	MATC
Medical Secretarial Technology - AAS (MSEC)	Medical Administrative Assistant Tech.	MATD

These changes will be effective beginning with the Fall 1995 semester, and will be reflected in the new catalog. Please share this information with any staff or students who may find this information helpful. The revised Curriculum Guides and an information sheet that is being mailed to BOS students are attached.

cc: Vice President Altieri
       Dean Parker
       Rosalyn Culver