

## WCC General Education Requirements Effective Fall 2018

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

### Course Distribution Requirements

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

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

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

<sup>2</sup> From two disciplines

<sup>3</sup> From two disciplines

**Program Information Report**

**School of Apprenticeship and Occupational Studies**

Find a trade-related associate's degree program that builds on your professional abilities while giving you the knowledge and skills needed to move into organizational leadership.

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.

The next level, an Associate in Applied Science, is available for some programs.

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

**Apprenticeship and Occupational Studies**

These individualized programs utilize earned certificates, apprenticeships and trade-related credits tailored to the needs of the student. The Occupational Studies degree offers the flexibility to combine certain certificate programs with general education courses and electives to develop an individualized Associate in Applied Science degree.

**Occupational Studies (APOST)**

**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 allows students to earn an Associate in Applied Science degree by building on occupational/technical courses and certificates. This option can be selected if an associate degree is required or preferred as a condition for employment or advancement in a field. The program also allows students to combine coursework from several occupational areas to prepare for a job that requires multidisciplinary skills. Meet with a divisional counselor or faculty advisor for assistance in developing a program of study. A counselor can help determine career interests and educational goals, as well as provide transfer and career information.

**Articulation:**

Eastern Michigan University, several BS degrees;  
 Ferris State University, BS 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/>.

<b>General Studies Program Requirements</b>	<b>(60 credits)</b>
Complete the General Education Requirements for the Associate in Applied Science Degree:	18
Writing/Composition (3)	
Second Writing/Composition or Communication (3)	
Math (3)	
Natural Sciences (3)	
Social and Behavioral Science (3)	
Arts and Humanities (3)	
Complete a minimum of 20 credits in an occupational/technical area	20
Complete additional coursework as free electives to bring the total to a minimum of 60 credits	22
<b>Minimum Credits Required for the Program:</b>	<b>60</b>

Done 4/25/18  
NW

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

<b>Program Code:</b> APPOST	<b>Program Name:</b> Occupational Studies
<b>Division Code:</b> AAS/BCT/	<b>Department:</b> Business

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

**Directions:**


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

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 <sup>nd</sup> Course in English Composition or one course in Communication	3 - 4 credits
Mathematics	3 - 4 credits	Mathematics	3 - 4 credits
Natural Sciences	3 - 4 credits	Natural Sciences	3 - 5 credits
Social & Behavioral Sciences	3 credits	Social & Behavioral Sciences	3 credits
Arts & Humanities	3 credits	Arts & Humanities from	3 credits
Critical Thinking	0 credits	Total	18 credits
Computer & Information Literacy	3 credits		
<b>Total</b>	<b>21-24 credits</b>		

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	
<b>English Composition</b>	The requirement for one writing/English composition course remains the same. No changes will be made unless specifically requested below. (Use Writing Elective or ENG 111)
Optional Change:	
<b>2<sup>nd</sup> Course in English Composition or one course in Communication</b>	WCC previously required both a second composition/writing course and a communication course. Your options are: <ol style="list-style-type: none"> <li>1. Allow students to select any course that meets composition/writing or communication (recommended).</li> <li>2. Require students to take a specific composition course (identify course below and on semester layout).</li> <li>3. Require students to take a specific communication course (identify course below and on semester layout).</li> </ol>
Requested Change:	

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

Reviewer	Print Name	Signature	Date
Initiator			
Department Chair			
Division Dean/ Administrator			
Vice President for Instruction	Kimberly Hurns		1/9/18

**Office use only**

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1/25/18 1/25/18

**PROGRAM CHANGE OR DISCONTINUATION FORM**

**Program Code:** APOST \_\_\_\_\_ **Program Name:** \_\_\_\_\_  
**Occupational Studies** \_\_\_\_\_

**Effective Term:** 200609 \_\_\_\_\_

**Division Code:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**Directions:**

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

**Requested Changes:**

- |  |   |
|--|---|
| <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 Requirement #2 -reduce credits from 25 to 20  |
| <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:**

Clarify the requirements for earning an Occupational Studies degree. Reduce minimum credits to 20 in an occupational/technical area.

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

n/a

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

**Signatures:**

Reviewer	Print Name	Signature	Date
Initiator			
Department Chair			
Division Dean/Administrator			
Vice President for Instruction	YB	Roger M. Pelay	3/16/08

Do not write in shaded area. Entered in: Banner 3/17 C&A Database 3/17 Log File 2/18/08 3/17 fr

# Occupational and Related Studies

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## Occupational Studies (APOST)

### Associate in Applied Science Degree

Program Effective Term: Fall 2006

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This program allows students to earn an Associate In Applied Science degree by building on occupational/technical courses and certificates. This option can be selected if an associate degree is required or preferred as a condition for employment or advancement in a field. The program also allows students to combine coursework from several occupational areas to prepare for a job that requires multidisciplinary skills. If in completing this program, students earn an occupational certificate of 20 credits\* or more that does not already lead to an associate degree program, they can request to have the certificate title substituted for "Occupational Studies" as the title of the degree program. Meet with a divisional counselor or faculty advisor for assistance in developing a program of study. A counselor can help determine career interests and educational goals, as well as provide transfer and career information.

#### 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 Studies Program Requirements

- |  |       |
|--|-------|
| 1. Complete the General Education Requirements for the Associate in Applied Science Degree:<br>Writing (3-4cr)<br>Speech (3 cr)<br>Math (3-4cr)<br>Nat. Sci. (3-4cr)<br>Soc. Sci. (3 cr)<br>Arts/Human. (3 cr) | 18-21 |
| 2. Complete a minimum of 20 credits in an occupational/technical area  | 20    |
| 3. Complete the additional coursework (19-22 credits) as free electives to bring the total to a minimum of 60 credits  | 22    |

#### Total Credit Hours

Minimum Credits Required for the Program

60

#### Notes:

*\*If a student completes an occupational certificate program of 20 credits or more, they may request to have the certificate title substituted for "Occupational Studies" as the title of their degree program. This applies only to certificates that do not already lead to an AAS degree program. In programs that have more than 20 credits, elective credits can be reduced.*

# Occupational and Related Studies

## Occupational Studies (APOST)

### Associate in Applied Science Degree

Program Effective Term: Fall 2006

This program allows students to earn an Associate in Applied Science degree by building on an occupational/technical certificate, or ~~individually selected occupational courses~~. This is a good option if an occupational certificate can be selected if an associate degree is required or preferred as a condition for employment or advancement in a field. The program also allows students to combine coursework from several occupational areas to prepare for a job that requires multidisciplinary skills. If in completing this program, students earn an occupational certificate of 20 credits\* or more that does not already lead to an associate degree program, they can request to have the certificate title substituted for "Occupational Studies" as the title of the degree program. Meet with a divisional counselor or faculty advisor for assistance in developing a program of study. A counselor can help determine career interests and educational goals, as well as provide transfer and career information.

### 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 Studies Program Requirements

1. Complete the General Education Requirements for the Associate in Applied Science Degree: 18-21  
Writing (3-4cr)  
Speech (3 cr)  
Math (3-4cr)  
Nat. Sci. (3-4cr)  
Soc. Sci. (3 cr)  
Arts/Human. (3 cr) 20
2. Complete a minimum of ~~25~~ 20 credits in an occupational/technical area
3. Complete the additional coursework as free electives to bring the total to 60 credits 19-22

### Minimum Credits Required for the Program

60-63

Notes:

*occupational*  
~~\*If you complete a certificate program of 20 credits or more (or a certificate and additional credits in the same discipline area to bring the total to 20 credits) you may request to have the certificate title substituted for "Occupational Studies" as the title of your degree program. This applies only to certificates that do not already lead to an AAS degree program.~~ In programs of more than 20 credits, elective credits can be reduced.

# Occupational Studies

## Occupational Studies (APOST)

### Associate in Applied Science Degree

Program Effective Term: Fall 2004

This program allows students to earn an Associate in Applied Science degree by building on an occupational/technical certificate or individually selected occupational courses. This is a good option if an associate degree is required or preferred as a condition for employment or advancement in a field. The program also allows students to combine coursework from several occupational areas to prepare for a job that requires multidisciplinary skills. If in completing this program, students earn an occupational certificate of 20 credits\* or more that does not already lead to an associate degree program, they can request to have the certificate title substituted for "Occupational Studies" as the title of the degree program. Meet with a divisional counselor or faculty advisor for assistance in developing a program of study. A counselor can help determine career interests and educational goals, as well as provide transfer and career information.

#### 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 Studies Program Requirements

- |  |       |
|--|-------|
| 1. Complete the General Education Requirements for the Associate in Applied Science Degree:<br>Writing (3-4cr)<br>Speech (3 cr)<br>Math (3-4cr)<br>Nat. Sci. (3-4cr)<br>Soc. Sci. (3 cr)<br>Arts/Human. (3 cr) | 18-21 |
| 2. Complete a minimum of 25 credits in an occupational/technical area  | 25    |
| 3. Complete the additional coursework as free electives to bring the total to 60 credits   | 17    |

Minimum Credits Required for the Program:

60

#### Notes:

\*If you complete a certificate program of 20 credits or more (or a certificate and additional credits in the same discipline area to bring the total to 20 credits) you may request to have the certificate title substituted for "Occupational Studies" as the title of your degree program. This applies only to certificates that do not already lead to an AAS degree program.



**Washtenaw Community College  
Program Change Request Form**

Program Code: APGS

Program Title: General Studies In Applied Science (APGSAS)

Effective Year: Fall 2002

**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: 60 After Proposed Changes: 60

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

Title: Occupational Studies  
 Advisors: (See attached)  
 Requirements: (See attached)  
 Footnotes: (See attached)

**4. Rationale for Proposed Changes:** Better describe the model that allows students to complete technology certificates that can be used, with the addition of 18 - 21 general education courses, to obtain an associate degree (AAS) with the certificate title. IGA 5a/b

**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:	G. Lee/R. Wilson		3-15-02
Department Chair:	N/A		
Division Dean:	G.. Lee/R. Wilson		3-15-02
VP, Instruction/Student Services:	Guy Altieri		3/18/02

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.

# General Studies Programs

## Occupational Studies General Studies in Applied Science (APGSAS) APOST

### Associate in Applied Science Degree



This program allows you to design a program of study to meet your individual needs. This may be a good option if you are undecided about your career goals and want to try courses from a variety of career disciplines, or if you want to combine coursework from several areas to prepare for a job that requires multidisciplinary skills. The program also allows you to get an associate's degree by building on a certificate program. You should begin by meeting with a counselor who will assist you in developing a program of study that meets the WCC graduation requirements. A counselor can also help you determine your interests and career and educational goals as well as provide transfer and career information.

*divisional*  
**Advisors:** See a counselor in the Counseling, Career Planning and Placement Office or consult with a faculty advisor from the career area in which you are interested.

#### Additional 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.

#### Requirements

- Complete the general Education Requirements for the Associate in Applied Science Degree .....18-21
- Complete a minimum of 15 credits in occupational/technical disciplines .....15-30
- \*Complete the additional coursework as free electives to bring the total to 60 credits .....9-12

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

#### Footnotes:

\* If in completing this requirement, you complete a Certificate program of 20 credits or more that does not already lead to an AAS degree program, you may request to have the title of your Certificate program substituted for "General Studies" as the title of your degree program.

*larger printing type added to description*

*"Occupational Studies" OK*

1/5/04 spoke to Pat Cygnar, additional statement was added to description because a student complained to personnel in enrollment services, they wanted Occ. Studies degree but their certificate was under 20 credits.

Pat Cygnar added wording with approval from Guy A. Teri (VP) and she informed Dean Blakey about the change

## General Studies in Liberal Arts (AAGSLA)

### Associate In Arts Degree



This program allows you to design a program of study to meet your individual needs. This may be a good option if you are undecided about a major or if you simply want to explore various areas in the arts and social sciences. This program also allows you to customize your coursework to the requirements of the senior college or university to which you are transferring. You should begin by meeting with a counselor who will assist you in developing a program of study that meets all of the College's graduation requirements. A counselor can also help you determine your interests and career and educational goals as well as provide transfer and career

### Humanities and Social Science Division Interdepartmental HSS Department

**Advisors:** See a counselor in the Counseling, Career Planning and Placement Office

#### Additional 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.

#### Requirements

- Complete the General Education Requirements for the Associate in Arts Degree .....29-30
- Complete an additional 15 credits of coursework from the following disciplines: (ANT, ART, COM, DAN, DRA, ECO, ENG, FRN, GEO, GRM, HST, HUM, MUS, PLS, PSY, SOC, SPN, YOG) .....15
- Complete additional coursework as free electives to bring the program total to 60 credits .....16

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

# General Studies

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## Occupational Studies (APOST)

### Associate in Applied Science Degree

Program Effective Term: Fall 2002

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This program allows you to get an Associate in Applied Science degree by building on an occupational/technical certificate program. This is a good option if an associate degree is required or preferred as a condition for employment or advancement in your chosen field. This program also allows you to combine coursework from several occupational areas to prepare for a job that requires multidisciplinary skills. If in completing this program, you earn an occupational certificate of 20 credits\* or more that does not already lead to an associate degree program, you may request to have your certificate title substituted for "Occupational Studies" as the title of your degree program. You should begin by meeting with a divisional counselor who will assist you in developing a program of study. A counselor can also help you determine your interests and career and educational goals, as well as provide transfer and career information.

#### Health and Applied Technologies Division

#### Interdepartmental TEC Department

**Advisor:** See a divisional counselor or consult with a faculty advisor from the occupational area in which you are interested.

#### 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 Studies Program Requirements

- |  |       |
|--|-------|
| 1. Complete the General Education Requirements for the Associate in Applied Science Degree | 18-21 |
| 2. Complete a minimum of 30 credits in an occupational/technical discipline*               | 30    |
| 3. Complete the additional coursework as free electives to bring the total to 60 credits   | 12    |

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

#### Footnotes:

*\*If you complete a certificate program of 20 credits or more (or a certificate and additional credits in the same discipline area to bring the total to 20 credits) you may request to have the certificate title substituted for "Occupational Studies" as the title of your degree program. This applies only to certificates that do not already lead to an AAS degree program.*

**Occupational Studies (APOST)  
Associate in Applied Science Degree**

**Program Effective Term: Fall 2002**

This program allows you to earn an Associate in Applied Science degree by building on an occupational/technical certificate or individually selected occupational courses. This is a good option if an associate degree is required or preferred as a condition for employment or advancement in your chosen field. The program also allows you to combine coursework from several occupational areas to prepare for a job that requires multidisciplinary skills. If in completing this program, you earn an occupational certificate of 20 credits\* or more that does not already lead to an associate degree program, you may request to have your certificate title substituted for "Occupational Studies" as the title of your degree program. You should begin by meeting with a divisional counselor or faculty advisor who will assist you in developing a program of study. A counselor can help you determine your career interests and educational goals, as well as provide transfer and career information.

**Business/Computer Tech & Health/Applied Tech Division  
Interdepartmental TEC Department**

**Advisor:** See a divisional counselor or a faculty advisor from the occupational area in which you plan to study.

**Continuing Education 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 Studies Program Requirements**

- |  |       |
|--|-------|
| 1. Complete the General Education Requirements for the Associate in Applied Science Degree | 18-21 |
| 2. Complete a minimum of 30 credits in an occupational/technical area*                     | 30    |
| 3. Complete the additional coursework as free electives to bring the total to 60 credits   | 12    |

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

**Footnotes:**

*\*If you complete a certificate program of 20 credits or more (or a certificate and additional credits in the same discipline area to bring the total to 20 credits) you may request to have the certificate title substituted for "Occupational Studies" as the title of your degree program. This applies only to certificates that do not already lead to an AAS degree program.*