

PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code:
CTAAS

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:

- | | |
|--|---|
| <input type="checkbox"/> Review | <input type="checkbox"/> Program admission requirements |
| <input type="checkbox"/> Remove course(s): _____ | <input type="checkbox"/> Continuing eligibility requirements |
| X Add course(s): <u>BOS 101C</u> | <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>Credits 15 to 18</u> |
| <input type="checkbox"/> Advisors | |
| <input type="checkbox"/> Articulation information | |

Show all changes on the attached page from the catalog.

Rationale for proposed changes or discontinuation:

To 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	<i>Dosye A Thompson</i>	11-22-05
Department Chair	Dosye A. Thompson	<i>Dosye A Thompson</i>	11-22-05
Division Dean/ Administrator	<i>Rosemary Wilson</i>	<i>Rosemary Wilson</i>	1/18/06
Vice President for Instruction	<i>JB</i>	<i>Michael A. Poley</i>	2/24/06

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

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) Certificate

'UNDER CONSTRUCTION'

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



PROGRAM CHANGE FORM

CTAAC

Program Code: Program Name:

~~CFAATC~~ Administrative Assistant I

Effective Term:

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	<i>Eleanor Charlton</i>	3/28/03
Department Chair:	Eleanor Charlton	<i>Eleanor Charlton</i>	3/28/03
Division Dean/Administrator:	Rosemary Wilson	<i>Rosemary Wilson</i>	3/28/03
Executive Vice President, Instruction		<i>Theresa M. Palay</i>	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 _____
Copies: Initiator, Department Chair, Dean, Curriculum Files
New Listing to: Counseling, Admissions, Student Records

Copied and Returned _____

File Name: AdminAsstTechChngs.doc

Business Office

Administrative Assistant I (CTAAC) Certificate

'UNDER CONSTRUCTION'

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

**WASHTENAW COMMUNITY COLLEGE
PROGRAM CHANGE REQUEST**

(1) Program Title: Secretarial Technology Program Number: SEC Effective Term: F95
 (2) Change Information: (One-year certificate)

Current Program Course Requirements:			Proposed Program Course Requirements		
Course Number	Course Title	Credit Hours	Course Number	Course Title	Credit Hours
<u>SEMESTER ONE</u> delete the following: BOS 102 (Intermediate Typing) BOS 131 (Beginning Shorthand)		17	<u>SEMESTER ONE</u> add the following: BOS 101 (Keyboarding & Document Formatting I) ENG 100 (Communications Skills)		17 3 4
<u>SEMESTER TWO</u> delete the following: BOS 132 (Intermediate Shorthand) BOS 155 (MS Word I) BOS 255 (MS Word II) ENG 100 (Communications Skills)		16	<u>SEMESTER TWO</u> add the following: BOS 102 (Keyboarding & Document Formatting II) BOS 206 (Telecommunications Office Applications)		16 3 2
Current Total Credits:		35	Proposed Total Credits:		35
Non-Course Program Requirements: TITLE: Secretarial Technology CODE: SEC			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 ☒ no ☐

(6) Signatures	Comments	Signature	Date
Program Change Initiator		<i>Rosalyn Culley</i>	5/4/95
Department Chair(s) or Area Director(s)		<i>Rosalyn Culley</i>	7/11/95
Dean(s)		<i>Bella B. Yarker</i>	5/5/95
VP for Instruction/Student Services		<i>[Signature]</i>	7/5

**WASHTENAW COMMUNITY COLLEGE
PROGRAM CHANGE REQUEST**

(1) Program Title: SECRETARIAL TECHNOLOGY Program Number: SEC Effective Term: F95
 (2) Change Information: (One-year certificate)

Current Program Course Requirements:			Proposed Program Course Requirements		
Course Number	Course Title	Credit Hours	Course Number	Course Title	Credit Hours
DELETE	OLD DESCRIPTION		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.		
Current Total Credits:			Proposed Total Credits:		
Non-Course Program Requirements:			Non-Course Program Requirements: <div style="font-size: 1.2em; font-family: cursive;">NOW AATC</div>		

(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

Signatures	Comments	Signature	Date
Program Change Initiator		<i>Rosalyn Culver</i>	5/4/95
Department Chair(s) or Area Director(s)		<i>Rosalyn Culver</i>	5/4/95
Dean(s)		<i>Bella H. Taylor</i>	5/5/95
VP for Instruction/Student Services		<i>Russ Allen</i>	

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
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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.....	<u>3</u>
		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	<u>2</u>
		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.

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**	<u>1-4</u>
		13-18

Effective Fall 1995

July 21, 1995

Fourth Semester

ACC 091	Fundamentals of Accounting or	
ACC 111	Principles of Accounting.....	3
BOS 207	Introduction to Powerpoint.....	2
BOS 250	Administrative Office Systems and Procedures	4
CIS 152	Introduction to Excel.....	2
CIS 182	Introduction to MS Access	2
COM 101	Fundamentals of Speaking	3
SCI 100	Introduction to Natural Sciences.....	<u>1</u>
		17

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

* See list of Humanities courses that meet elements 13 & 14.

****Restricted Program Electives**

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

Effective Fall 1995

July 21, 1995