

PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code: CTCSSC

Program Name: Computer Software Applications

Effective Term: 2012-13

Division Code: BCTD Department: Business Office Systems

02-14-12P02:18 RCVD

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 checked="" type="checkbox"/> Remove course(s): BOS 257 | <input type="checkbox"/> Continuing eligibility requirements |
| <input checked="" type="checkbox"/> Add course(s): BOS 106 | <input type="checkbox"/> Program outcomes |
| <input type="checkbox"/> Program title (title was _____) | <input type="checkbox"/> Accreditation information |
| <input checked="" 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: The Computer Software Applications certificate program is being updated to include Microsoft OneNote, an office productivity application with collaborative features. BOS 257 will be dropped as an elective in the program to resolve redundancies with the Administrative Assistant I certificate which also includes BOS 257.

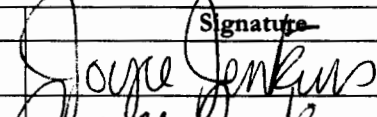
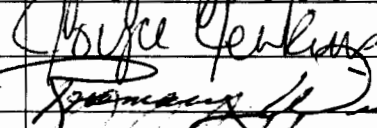
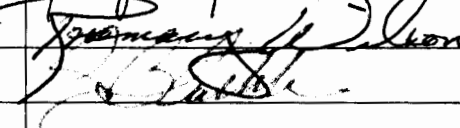
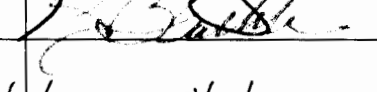
Financial/staffing/equipment/space implications:

No additional staffing, equipment, or space requirements are contemplated.

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

N.A.

Signatures:

Reviewer	Print Name	Signature	Date
Initiator	Joyce Jenkins		2/13/12
Department Chair	Joyce Jenkins		2/13/12
Division Dean/Administrator	Rosemary Wilson		2/14/12
Vice President for Instruction	Stuart Blacklaw		4-5-12
President	Rose Bellanca		

Do not write in shaded area. Entered in: Banner _____ C&A Database 4/5/12 Log File 4/5/12 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.

Handwritten: logged 2/15/12 sfl
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 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.

Computer Software Applications (CTCSSC) Certificate

Program Effective Term: Fall 2012

This program provides computer skills training in seven office software applications, using the Microsoft Office Suite as well as a Web browser. These courses are primarily intended for students preparing for careers in the administrative office support area. The courses also give students skills that can be applied toward careers in computer application support and records management. It is recommended that students completing the software applications program be able to key at least 40 words per minute.

Articulation:

Eastern Michigan 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/departments/curriculum/articulation.php?levelone=colleges>.

BOS 106	Electronic Planning, Sharing and Organization	3
BOS 157	Word Processing and Document Formatting I	3
BOS 182	Database Software Applications	3
BOS 184	Spreadsheet Software Applications I	3
BOS 206	Scheduling and Internet Office Applications	2
BOS 207	Presentation Software Applications	2
BOS 208	Desktop Publishing for the Office	3

Minimum Credits Required for the Program: 19

PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code: CTCSSC Program Name: Computer Software Applications
 Division Code: BCT Department: BOSD

Effective Term: 201109

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 checked="" type="checkbox"/> Remove course(s): BOS 183 | <input type="checkbox"/> Continuing eligibility requirements |
| <input checked="" type="checkbox"/> Add course(s): BOS 184 | <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 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:

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		2/28/11
Department Chair	Joyce Jenkins		2/28/11
Division Dean/Administrator	Rosemary Wilson		2/28/11
Vice President for Instruction	Stuart Blacklaw		3/10/11
President	Larry Whitworth		

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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.

Computer Software Applications (CTCSSC) Certificate

Program Effective Term: Fall 2011

This program provides computer skills training to an expert level in six typical office software applications, using the Microsoft Office Suite as well as a Web browser. These courses are primarily intended for students preparing for careers in the administrative office support area. The courses also give students skills that can be applied toward careers in computer application support and records management. It is recommended that students completing the software applications program be able to key at least 40 words per minute.

Articulation:

Eastern Michigan 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/departments/curriculum/articulation.php?levelone=colleges>.

Major/Area Requirements		(16 credits)
BOS 157	Word Processing and Document Formatting I	3
BOS 182	Database Software Applications	3
BOS 184	Spreadsheet Software Applications I	3
BOS 206	Scheduling and Internet Office Applications	2
BOS 207	Presentation Software Applications	2
BOS 208 or	Desktop Publishing for the Office	
BOS 257	Word Processing and Document Formatting II	3

Minimum Credits Required for the Program: 16

PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code: CTCSSC Program Name: Computer Software Applications 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
<input type="checkbox"/> Add course(s): _____	<input type="checkbox"/> Program outcomes
<input type="checkbox"/> Program title (title was _____)	<input type="checkbox"/> Accreditation information
<input checked="" 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:
 To meet the demand for required skills in software applications 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>Stephanie A. Dean</i>	1/18/06
Vice President for Instruction	<i>VB</i>	<i>Robert M. Pelley</i>	2/24/06

Do not write in shaded area. Entered in: Banner _____ C&A Database _____ Log File 2/27/06

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

Computer Software Applications (CTCSSC) Certificate

Program Effective Term: Fall 2006

This program provides computer skills training to an expert level in six typical office software applications, using the Microsoft Office Suite as well as a Web browser. These courses are primarily intended for students preparing for careers in the administrative office support area. The courses also give students skills that can be applied toward careers in computer application support and records management. It is recommended that students completing the software applications program be able to key at least 40 words per minute.

Major/Area Requirements (16 credits)

BOS 157	Word Processing and Document Formatting I	3
BOS 182	Database Software Applications	3
BOS 183	Spreadsheet Software Applications	3
BOS 206	Scheduling and Internet Office Applications	2
BOS 207	Presentation Software Applications	2
BOS 208 or BOS 257	Desktop Publishing for the Office Word Processing and Document Formatting II	3

Minimum Credits Required for the Program 16

Washoe Community College
Program Change Request Form

Program Code: CTCSTC Program Name: Computer Systems Technology

Effective Term: Fall 2002

Attach the current program listing from the WCC catalog and indicate any changes that you would like to make. Draw lines through anything that should be removed and write in any additions. Extensive narrative changes may be included on a separate sheet. Check the boxes below for each type of change being proposed. If you are making changes to courses or proposing new courses (that don't currently exist) as part of this proposal, they must be approved separately using a Course-Syllabus Approval Form (CSAF).

1. Requested Changes:

<input checked="" type="checkbox"/> Remove <u>2</u> Course(s) <input checked="" type="checkbox"/> Add <u>1</u> Course(s) <input checked="" type="checkbox"/> Increase/Decrease Total Credits: Current Credits <u>25</u> After Changes <u>21</u> <input type="checkbox"/> Course Sequence <input type="checkbox"/> Name (new name _____) <input checked="" type="checkbox"/> Description	<input checked="" type="checkbox"/> Advisors <input type="checkbox"/> Articulation Agreements <input type="checkbox"/> Program Admission Requirements/Procedures <input type="checkbox"/> Continuing Eligibility Requirements <input type="checkbox"/> Footnotes <input checked="" type="checkbox"/> Other <u>Spelling correction</u>
--	--

Show all changes on the attached program sheet.

Rationale for Proposed Changes:

The course content of CPS 120, Introduction to Computer Science, is more relevant to the needs of the students in this program than the content of CIS 110 and CPS 185.

3. Financial/Staffing/Equipment/Space Implications:

None

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

Comments:

Signatures:

Reviewer	Print Name	Signature	Date
Program Change Initiator:	Gary Downen	<i>Gary W. Downen</i>	2/12/02
Department Chair:	Gary Downen	<i>Gary W. Downen</i>	2/12/02
Division Dean:	Rosemary Wilson	<i>Rosemary Wilson</i>	2/15/02
VP, Instruction/Student Services:	Guy Altieri	<i>Guy Altieri</i>	4/29

Computer Systems Technology (CTCSTC) Certificate

Program Effective Term: Fall 2002

This program prepares you for employment as a microcomputer service technician. While preparing you to pass the Computer Technology Industry Association's (CompTIA) A+ Certification examination, the program goes well beyond the requirements of the exam by developing your hands-on troubleshooting skills in solving hardware problems, working with operating systems, and relating to customers. This program also provides the foundation for Washtenaw Community College's two advanced certificates in computer networking.

Business and Computer Technologies Division Electricity/Electronics Department

Advisors: Michael Galea, Phil Geyer, James Lewis, Catherine Storie

Program Admission Requirements:

The following high school courses or equivalents should be completed with a grade of "C" or better:

- A high school course in Windows operating systems or CIS 117 or permission of program advisor
- A high school course in word processing and spreadsheets or CIS 100 or permission of program advisor
- One year of high school algebra or MTH 097 or minimum COMPASS Algebra score of 46

Major/Area Requirements

(21 Credits)

CIS 121	Linux/UNIX Fundamentals	3
CPS 120	Intro to Computer Science	3
ELE 118	MS DOS for Technicians	2
ELE 150	PC Hardware Concepts and Troubleshooting	4
ELE 155	Advanced Computer Concepts and Troubleshooting	4
ELE 216A	Modem Hardware Install, Config. & Troubleshooting	2
ELE 225A	Network Installation and Troubleshooting	2
Choose:	ELE 174 ELE Co-op Education I or ELE 299 Customer Relations	1

Minimum Credits Required for the Program:

21

Program Approval Document

**Achievement
Certificate
In**

**COMPUTER SOFTWARE
TECHNOLOGY**

Prepared by
Rosalyn Culver

Washtenaw Community College
March 9, 1999

**WASHTENAW COMMUNITY COLLEGE
PROGRAM AUTHORIZATION FORM**

1. Program Title: Computer Software Specialty Program Code: C55C
 2. Division: BUS 3. Department: BOS CIP Code: 52.0407
 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: Fall 1999

7. Program Description (for Catalog, brochures, etc.):
 This one-semester achievement certificate builds upon basic keyboarding and computer skills. It concentrates on building intermediate to advanced skills in six typical office software applications. The current program teaches applications in the Microsoft Office Suite as well as a Web browser. Successful completion of all of these required courses will enhance students' ability to pass MOUS certification tests.

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

9. Admissions Criteria:	10. Criteria for Continuing Program Eligibility:
BOS 101 or equivalent and BOS 151 or CIS 100 or CIS 110 or equivalent	

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

Approval Recommended:	Print Name	Signature	Date
Program Initiator:	<u>Rosalyn Culver</u>	<u>Rosalyn Culver</u>	<u>3-11-99</u>
Department Chair/Director:	<u>Rosalyn Culver</u>	<u>Rosalyn Culver</u>	<u>3-11-99</u>
Dean:	<u>Bella G. Parker</u>	<u>Bella G. Parker</u>	<u>3-15-99</u>
VP, Instruction/Student Services:		<u>Lynn Allison</u>	<u>3/18/99</u>
President:		<u>Judy Whitcomb</u>	<u>5/6/99</u>
Date of Board Approval:	<u>April 27, 1999</u>		

Available on disk

COURSE REQUIREMENTS FOR THE PROGRAM

Course	Title	Credit	Pre-requisites/Co-requisites
BOS 157	MS Word for Windows I	2	BOS 101 or equivalent
BOS 257	MS Word for Windows II	2	BOS 157
BOS 206	Outlook and Netscape Office Applications	2	BOS 101 and BOS 151
BOS 207	Introduction to PowerPoint	2	BOS 101, BOS 151, and BOS 157
BOS 182	Introduction to MS Access	2	BOS 151 or CIS 100 or CIS 110
BOS 183	Introduction to Excel	2	BOS 151 or CIS 100 or CIS 110
Total Credits:		12	

A. PROGRAM DESCRIPTION (include jobs or other things students will be prepared for)

This one-semester achievement certificate prepares students for employment in the fields of information processing, word processing, and computer operation. Students who complete this program may pursue jobs as computer operators, word processors, secretaries, clerical supervisors, and other positions in an office setting. The program concentrates on building intermediate to advanced skills in six typical office software applications. Students learn applications in the Microsoft Office Suite as well as a Web browser. Successful completion of the program will prepare students to take the MOUS certification tests.

B. PROGRAM GOALS

- ◆ To prepare students for positions in information processing, word processing, computer operation, and various clerical positions in an office setting.
- ◆ To prepare students to pass the MOUS certification tests.

C. NEEDS ASSESSMENT

Employment Outlook

1. The attached memo from Paula Bartha, Adult Transitions, shows a need for this type of certificate.
2. This is also in response to the president's emphasis on developing short-term programs for employment skills.
3. The following information was taken from the Michigan Occupational Information System (MOIS, 1999):

According to Michigan Occupational Information Systems (MOIS), in Michigan, an average of 2,900 job openings is expected each year with 810 due to growth and 2070 due to replacement of workers who retire or leave the labor force for other reasons. Additional openings will occur as workers transfer to other jobs or occupations.

The best employment opportunities will be for those with background or training in modern office technology such as computers and word processing equipment and with appropriate worker-related soft skills.

4. Checking the want ads in local newspapers and reading required and desired skills listed in job opening ads on the Internet, it appears that the Microsoft software suite package continues to dominate the current computer software market. While many employers do not specifically request MOUS certification in their job applicants, MOUS certification is another objective credential that can help sell an applicant's marketability.

Estimated Earnings

Earnings depend on a worker's experience, skills, and education; job responsibilities; and type, size and location of the employer. Nationally, secretaries and information processors earned an average of \$20,592 yearly. Those with more complex responsibilities earned more with a few earning more than \$50,000.

In Michigan, the average annual income was between \$19,848 and \$34,080 in 1994. The average in Detroit was \$25,808 with the range from \$21,030 - \$29,928.

In Ann Arbor, the average salary was \$23,633 with the range from \$16,993 - 29,946.

D. ENROLLMENT PROJECTIONS

Enrollment Projections:

Repackaging current courses will result in 10-12 additional students per year.

Program Longevity:

Continued growth expected as interest in Microsoft Office certification increases. From current reading and information from Microsoft Corporation, it is anticipated the certification program will continue indefinitely. Microsoft is already preparing MOUS tests for the new Office 2000 versions of the software. Also, one of the positive features about this achievement certificate is that all of its courses are required in other longer programs such as Administrative Assistant Technology certificate and associate degree and Microcomputer Support associate degree.

As interest grows in the Microsoft Office certification testing programs and as more and more businesses require knowledge of these applications for their workers, it is expected that enrollment will continue to grow.

E. PROGRAM COST ANALYSIS

Start-up costs: \$0

Existing courses, software, and labs will be used. No new facilities are required.

Ongoing Annual Costs

There will be no change in the department's annual budget to support this program.

F. COURSE DESCRIPTIONS

BOS 157. Microsoft Word for Windows I

2 credit hours

Prerequisite: BOS 101 or keyboarding proficiency of 30 wpm

30 lecture hours

Fulfills core elements: 7, 9, 11, and 20

In this course students learn to use Microsoft Word with the new, popular graphics Windows interface on an IBM-compatible computer. Skills include creating, editing, and printing documents; using spelling and thesaurus functions; and merging letters. This course can be used to meet the word processing requirement in Business Office Systems Programs and is also open to the general student.

BOS 257. Microsoft Word for Windows II

2 credit hours

Prerequisite: BOS 157

30 lecture hours

Fulfills core elements: 7, 9, 11, and 20

This course is a continuation of Microsoft Word for Windows I (BOS 157). It introduces students to advanced word processing functions such as macros, style sheets, headers and footers, footnotes, graphics, sorting, forms, and merge. This course meets word processing requirements in Business Office System Programs.

BOS 206. Outlook and Netscape Office Applications

2 credit hours

Prerequisites: BOS 101, BOS 151

30 lecture hours

Fulfills core elements 11

This course provides an introduction to the operational and technical aspects of telecommunications and other communication functions. Voice mail, electronic scheduling, on-line databases, the Internet, and the use of Netscape web browser are covered.

BOS 207. Introduction to PowerPoint

2 credit hours

Prerequisites BOS 101 and BOS 151 and BOS 157 or 158

30 lecture hours

Fulfills core elements: 11

This course introduces students to presentation graphics using PowerPoint. Students create slides, charts, special effects, etc. to illustrate information.

BOS 182. Introduction to MS Access (Formerly CIS 182)

2 credit hours

Prerequisite: BOS 151 or CIS 100 or CIS 110 or consent

30 lecture hours

Fulfills core elements: 11 and 12

In this course, students use MS Access software to learn the basic concepts of a relational database. The coursework covers the installation and use of Microsoft Access to create databases, enter data, maintain data, perform sorts and create reports.

BOS 183. Introduction to Excel (Formerly CIS 152)

2 credit hours

Prerequisite: BOS 151 or CIS 100 or CIS 110 or consent

30 lecture hours

Fulfills core elements: 5, 7, and 11

This introductory course covers the use of Excel spreadsheet software for solving problems in business, finance, and other areas that involve calculation and tabulation. Topics include command menus, formulae, and graphs; how to copy, move, sort, insert, delete, and print information, and how to create, sort, and search spreadsheet data records. The course should be useful to those who need to solve mathematical problems and/or generate reports of the results.

G. ANALYSIS OF AFFECTED INSTRUCTIONAL UNITS

It is not expected that additional sections of required courses will be necessary as this program begins.

H. ARTICULATIONS

No articulation activity is anticipated.

I. LICENSURE/ACCREDITATION (IF APPLICABLE)

The instructional materials and software applications used in this program are designed to prepare students to pass the MOUS certification exams.

MOUS certification is available for the following software applications:

Word, Proficient and Expert levels

Excel, Proficient and Expert levels

Access, Expert levels

PowerPoint, Expert level