

Program Information Report

Business & Culinary Arts

Management (CTMNGC)**Certificate****Program Effective Term: Fall 2020****High Demand Occupation High Skill Occupation High Wage Occupation****Program is also available online**

This certificate offers students an opportunity to acquire skills to supervise an operation by learning and applying basic management principles through case studies and exercises. Upon completing this program, students will be able to use various tools to manage an operation which includes developing goals, organizing work activities, promoting desired employee performance, and monitoring productivity with a customer focus. Emphasis will be placed on developing skills that will involve both a critical and creative approach to management problem-solving activities. The certificate may also be applied toward various Associate in Applied Science degrees.

Articulation:

Eastern Michigan University, several BS degrees.

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

Major/Area Requirements		(12 credits)
BMG 230	Principles of Management	3
BMG 273	Managing Operations	3
BMG 279	Performance Management	3
BMG 231 or	Nonprofit Management	
BMG 291	Project Management	3

Minimum Credits Required for the Program: 12

Received C&A 1/31/20

WASHTENAW COMMUNITY COLLEGE

PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code: CVMNGA Program Name: Management Certificate Effective Term: Fall 2020
Division Code: BCT Department: BMG

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): BMG 231 as an option with BMG 291
Program title
Description
Type of award from Advanced Certificate to Certificate
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 attached page from the catalog.

Rationale for proposed changes or discontinuation:

Removing "Advanced" because the coursework is at the associate degree level, so advanced is not an accurate description.

We are adding BMG 231 Nonprofit Management as an option with BMG 291 Project Management for students who want to explore working in the nonprofit world.

Financial/staffing/equipment/space implications: None

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

Signatures:

Table with 4 columns: Reviewer, Print Name, Signature, Date. Rows include Initiator (Doug Waters), Department Chair (Doug Waters), Division Dean/Administrator (E. Jamulski), Vice President for Instruction (Kimberly Hurns), and President (Rose B. Bellanca).

Please submit completed form to the Office of Curriculum and Assessment (SC 257). Once reviewed by the appropriate faculty committees we will secure the signature of the VPI and President.

Do not write in shaded area. Entered In: Banner C&A Database 3-10-20 Log File 3-10-20 Board Approval 4/28/20

Reviewed by C&A Committee 2/13/20

Program is also available online.

2019-2020 Academic Requirements

Remove "Advanced" from the certificate title and/or narrative. There is no basic or introduction certificate. The certificate should simply be titled Management to reflect what is taught.

Description

This advanced certificate offers students in any occupation or trade an opportunity to acquire skills to supervise an operation by learning and applying basic management principles through case studies and exercises. Upon completing this program, students will be able to use various tools to manage an operation which includes developing goals, organizing work activities, promoting desired employee performance, and monitoring productivity with a customer focus. Emphasis will be placed on developing skills that will involve both a critical and creative approach to management problem-solving activities. The advanced certificate may also be applied toward a WCC Associate in Applied Science Degree.

Articulation





Admissions Requirements

Contact Information

Requirements

(Items marked with an icon  are available online.)

Major/Area Requirements

Class	Title	Minimum Credits
BMG 230 	Principles of Management	3
BMG 273 	Managing Operations	3
BMG 279 	Performance Management	3
BMG 291 	Project Management	3
Total		12

Add BMG 231 (new course) as an either/or option with BMG 291 so students have a choice of which direction they wish to pursue in management.

Total Credits Required: 12

Program Information Report

Business & Culinary Arts

Management (CVMNGA)

Advanced Certificate

Program Effective Term: Fall 2020

High Demand Occupation High Skill Occupation High Wage Occupation

Program is also available online

This advanced certificate offers students in any occupation or trade an opportunity to acquire skills to supervise an operation by learning and applying basic management principles through case studies and exercises. Upon completing this program, students will be able to use various tools to manage an operation which includes developing goals, organizing work activities, promoting desired employee performance, and monitoring productivity with a customer focus. Emphasis will be placed on developing skills that will involve both a critical and creative approach to management problem-solving activities. The advanced certificate may also be applied toward a WCC Associate in Applied Science Degree.

Articulation:

Eastern Michigan University, several BS degrees.

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

Program Admission Requirements:

Successful completion of a career certificate or degree program or equivalent work experience. CIS 100 with a "C-" or better or equivalent skills.

Major/Area Requirements		(12 credits)
BMG 230	Principles of Management	3
BMG 273	Managing Operations	3
BMG 279	Performance Management	3
BMG 231 or	Nonprofit Management	
BMG 291	Project Management	3

Minimum Credits Required for the Program: 12

Received C&A 1/31/20

WASHTENAW COMMUNITY COLLEGE

PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code: CVMNGA Program Name: Management Certificate Effective Term: Fall 2020
Division Code: BCT Department: BMG

Directions:

- 1. Attach the current program listing from the WCC catalog or Web site and indicate any changes to be made.
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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): BMG 231 as an option with BMG 291
Program title
Description
Type of award from Advanced Certificate to Certificate
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 attached page from the catalog.

Rationale for proposed changes or discontinuation:

Removing "Advanced" because the coursework is at the associate degree level, so advanced is not an accurate description.

We are adding BMG 231 Nonprofit Management as an option with BMG 291 Project Management for students who want to explore working in the nonprofit world.

Financial/staffing/equipment/space implications: None

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

Signatures:

Table with 4 columns: Reviewer, Print Name, Signature, Date. Rows include Initiator (Doug Waters), Department Chair (Doug Waters), Division Dean/Administrator (E. Jamulski), Vice President for Instruction (Kimberly Hurns), and President (Rose B. Bellanca).

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Do not write in shaded area. Entered In: Banner C&A Database 3-10-20 Log File 3-10-20 Board Approval 4/28/20
Reviewed by C&A Committee 2/13/20

Program is also available online.

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Articulation





Admissions Requirements

Contact Information

Requirements

(Items marked with an icon  are available online.)

Major/Area Requirements

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BMG 273 	Managing Operations	3
BMG 279 	Performance Management	3
BMG 291 	Project Management	3
Total		12

Add BMG 231 (new course) as an either/or option with BMG 291 so students have a choice of which direction they wish to pursue in management.

Total Credits Required: 12

Program Information Report

Business & Culinary Arts

Management (CVMNGA)

Advanced Certificate

Program Effective Term: Fall 2020

High Demand Occupation High Skill Occupation High Wage Occupation

Program is also available online

This advanced certificate offers students in any occupation or trade an opportunity to acquire skills to supervise an operation by learning and applying basic management principles through case studies and exercises. Upon completing this program, students will be able to use various tools to manage an operation which includes developing goals, organizing work activities, promoting desired employee performance, and monitoring productivity with a customer focus. Emphasis will be placed on developing skills that will involve both a critical and creative approach to management problem-solving activities. The advanced certificate may also be applied toward a WCC Associate in Applied Science Degree.

Articulation:

Eastern Michigan University, several BS degrees.

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Program Admission Requirements:

Successful completion of a career certificate or degree program or equivalent work experience. CIS 100 with a "C-" or better or equivalent skills.

Major/ Area Requirements		(12 credits)
BMG 230	Principles of Management	3
BMG 273	Managing Operations	3
BMG 279	Performance Management	3
BMG 231 or	Nonprofit Management	
BMG 291	Project Management	3

Minimum Credits Required for the Program: 12

PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code: CVMNGA Program Name: Management Certificate

Effective Term: Fall 2020

Division Code: BCT

Department: BMG

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): BMG 231 an as option with BMG 291 _____
- Program title _____
- Description
- Type of award *from Advanced Certificate to Certificate*
- 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 attached page from the catalog.

Rationale for proposed changes or discontinuation:

Removing "Advanced" because the coursework is at the associate degree level, so advanced is not an accurate description.

We are adding BMG 231 Nonprofit Management as an option with BMG 291 Project Management for students who want to explore working in the nonprofit world.

Financial/staffing/equipment/space implications: None

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

Signatures:

Reviewer	Print Name	Signature	Date
Initiator	Doug Waters	<i>[Signature]</i>	1/24/20
Department Chair	Doug Waters	<i>[Signature]</i>	1/24/20
Division Dean/Administrator	<i>[Signature]</i>	<i>[Signature]</i>	1-27-20
Please submit completed form to the Office of Curriculum and Assessment (SC 257). Once reviewed by the appropriate faculty committees we will secure the signature of the VPI and President.			
Vice President for Instruction	Kimberly Hurns	<i>[Signature]</i>	3/2/2020
President	Rose B. Bellanca	<i>[Signature]</i>	

Do not write in shaded area. Entered in: Banner _____ C&A Database 3-10-20 Log File 3-10-20 Board Approval _____

Reviewed by C&A Committees
DEAN BCT DIVISION JAN 27'20 2/13/20

PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code: ~~CVMGFA~~ **CVMNGA** Program Name: MANAGEMENT
 Division Code: BCT Department: BUSINESS

Effective Term: FALL 2012

Directions:

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

Requested Changes:

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

Show all changes on the attached page from the catalog.

Rationale for proposed changes or discontinuation:

Update name

Financial/staffing/equipment/space implications:

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

Signatures:

Reviewer	Print Name	Signature	Date
Initiator	Kim Hurns		2/9/12
Department Chair	Colette Young		2/9/12
Division Dean/Administrator	Rosemary Wilson		2/10/12
Vice President for Instruction			4/5/12
President			

Do not write in shaded area. Entered in: Banner _____ C&A Database 4/23 Log File 4/23/12 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.

fn logged 2/10/12 sj

Program Information Report

School of Business and Entrepreneurial Studies

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

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

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

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

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

Business

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

Management (CVMNGA)

Advanced Certificate

Program Effective Term: Fall 2012

This advanced certificate offers students in any occupation or trade an opportunity to acquire skills to supervise an operation by learning and applying basic management principles through case studies and exercises. Upon completing this program, students will be able to use various tools to manage an operation which includes developing goals, organizing work activities, promoting desired employee performance, and monitoring productivity with a customer focus. Emphasis will be placed on developing skills that will involve both a critical and creative approach to management problem-solving activities. The advanced certificate may also be applied toward a WCC Associate in Applied Science Degree.

Articulation:

Eastern Michigan University, several BS degrees.

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

Program Admission Requirements:

Successful completion of a career certificate or degree program or equivalent work experience. CIS 100 with a "C-" or better or equivalent skills.

BMG 230	Management Skills	3
BMG 273	Managing Operations	3
BMG 279	Performance Management	3
BMG 291	Project Management	3

Minimum Credits Required for the Program: 12

Program Information Report**School of Construction Technology**

Become part of the growing global community of skilled trades' professionals or skilled trades' managers. Design, plan, construct and complete structures for your home or for your career. You can earn a certificate or degree in Residential Construction, Construction Management or Heating, Ventilation and Air Conditioning. These programs offer the perfect blend of classroom education and hands-on training. At the Henry S. Landau Design and Construction Training Center, you will be taught construction skills from the ground up. You can learn classic skills such as woodworking or modern techniques needed to maintain or improve your own structure. On the main campus, the HVAC program offers a wide range of training to equip high-end technicians with the knowledge and skills needed for successful entry into the field.

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.

Other Options for Construction Technology

~~Management Supervision (CVMGTA)~~

Advanced Certificate

Major/Area Requirements

BMG 230	Management Skills
BMG 273	Managing Operations
BMG 279	Performance Management
BMG 291	Project Management

(12 credits)

Management Supervision (CVMGTA)

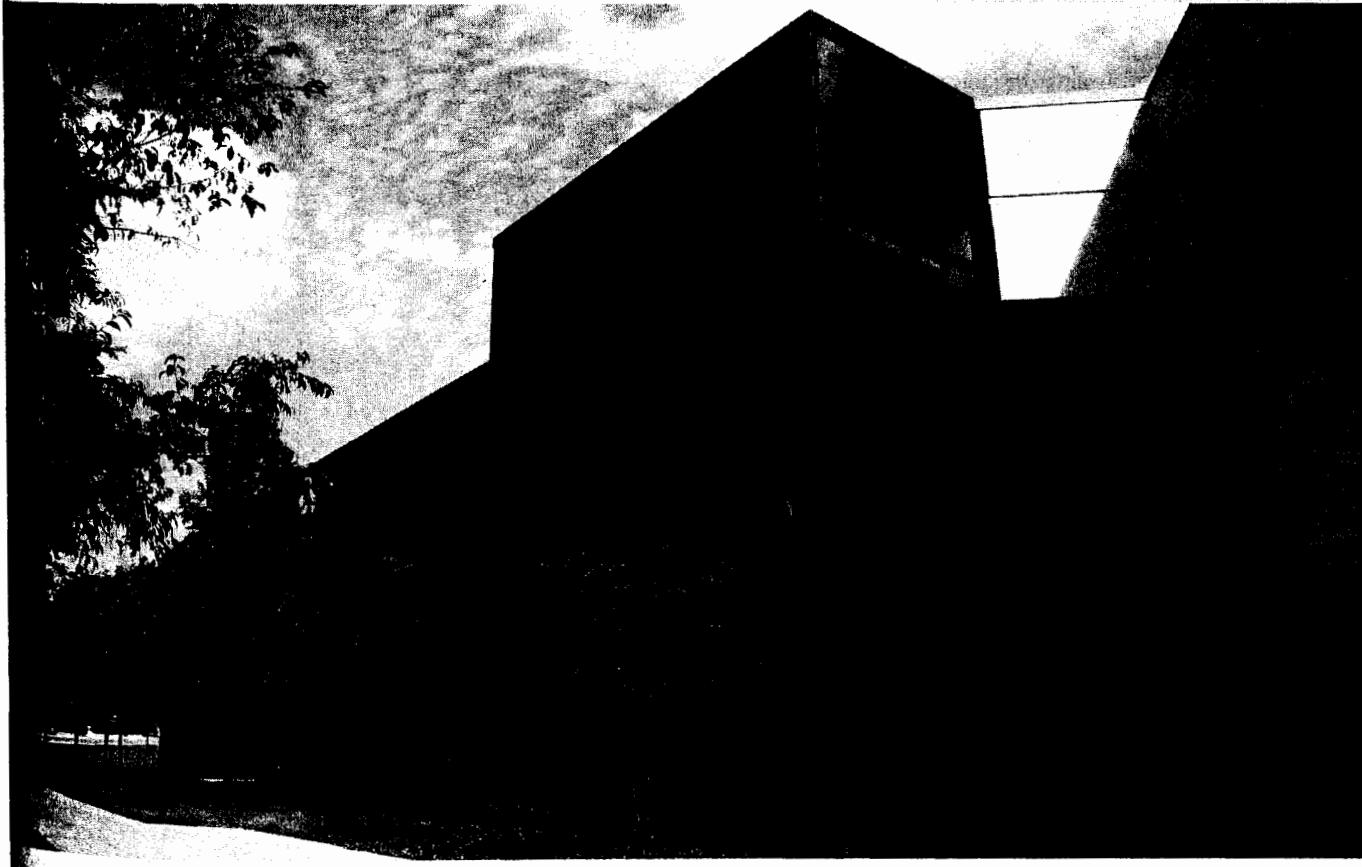
3	This advanced certificate offers students in any occupation or trade an opportunity to acquire skills to supervise an operation by learning and applying basic management principles through case studies and exercises. Upon completing this program, students will be able to use various tools to manage an operation which includes developing goals, organizing work activities, promoting desired employee performance, and monitoring productivity with a customer focus. Emphasis will be placed on developing skills that will involve both a critical and creative approach to management problem-solving activities. The advanced certificate may also be applied toward a WCC Associate in Applied Science Degree.
3	
3	
3	
12	

Minimum Credits Required for the Program:

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

Program Admission Requirements: Successful completion of a career certificate or degree program or equivalent work experience. CIS 100 with a "C-" or better or equivalent skills.

SCHOOL OF BUSINESS AND ENTREPRENEURIAL STUDIES



**Management Supervision (CVMGTA)
Advanced Certificate**

Program Effective Term: Fall 2004

This certificate offers students in any occupation or trade an opportunity to acquire skills to supervise an operation by learning and applying basic management principles through case studies and exercises. Upon completing this program, students will be able to use various tools to manage an operation which includes developing goals, organizing work activities, promoting desired employee performance, and monitoring productivity with a customer focus. Emphasis will be placed on developing skills that will involve both a critical and creative approach to management problem-solving activities. The certificate may also be applied toward a WCC Associate in Applied Science Degree.

Program Admission Requirements:

Successful completion of a career certificate or degree program or equivalent work experience. CIS 100 with a "C-" or better or equivalent skills.

Major/Area Requirements		(12 credits)
BMG 230	Introduction to Supervision	3
BMG 273	Managing Operations	3
BMG 279	Performance Management	3
BMG 291	Project Management	3

Minimum Credits Required for the Program: 12



PROGRAM CHANGE FORM

Program Code: CVMGTA **Program Name:** Management Supervision

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:

<input type="checkbox"/> Remove _____ Course(s)	<input type="checkbox"/> Advisors
<input type="checkbox"/> Add _____ Course(s)	<input type="checkbox"/> Articulation Information
<input type="checkbox"/> Total Credits: Current Credits _____ After Changes _____	<input checked="" type="checkbox"/> Program Admission Requirements
<input type="checkbox"/> Change Course Semester Sequencing	<input type="checkbox"/> Continuing Eligibility Requirements
<input type="checkbox"/> Change Title (title was _____)	<input type="checkbox"/> Footnotes
<input checked="" type="checkbox"/> Description	<input type="checkbox"/> Other _____

Show all changes on the attached program sheet.

2. Rationale for Proposed Changes:
 Courses in this program involve the use of software and the internet. In order to ensure students success, it is felt students should have computer literacy when entering the program. Therefore, students must have taken CIS 100 with a C- or better grade or have equivalent skills.

New program description is attached.

3. Financial/Staffing/Equipment/Space Implications:

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:	Colette M. Young	<i>Colette M. Young</i>	4/10/03
Department Chair:	Steve Ennes	<i>Steve Ennes</i>	4/10/03
Division Dean/Administrator:	Rosemary Wilson	<i>Rosemary Wilson</i>	4/10/03
Executive Vice President, Instruction		<i>Raymond Palacy</i>	4/21/03

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

Business

Management Supervision (CVMGTA) Advanced Certificate

'UNDER CONSTRUCTION'

Program Effective Term: Fall 2003

This certificate offers students in any occupation or trade an opportunity to acquire skills to supervise an operation by learning and applying basic management principles through case studies and exercises. Upon completing this program, students will be able to use various tools to manage an operation which includes developing goals, organizing work activities, promoting desired employee performance, and monitoring productivity with a customer focus. Emphasis will be placed on developing skills that will involve both a critical and creative approach to management problem-solving activities. The certificate may also be applied toward a WCC Associate in Applied Science Degree.

Business and Computer Technologies Division Business Department

Advisor: Colette Young

Program Admission Requirements:

Successful completion of a career certificate or degree program or equivalent work experience. CIS 100 with a "C-" or better or equivalent skills.

Major/Area Requirements		(12 Credits)
BMG 230	Introduction to Supervision	3
BMG 273	Managing Operations	3
BMG 279	Performance Management	3
BMG 291	Project Management	3
Minimum Credits Required for the Program:		12

Management Supervision (CVMGTA)

Advanced Certificate

See attached



This program prepares you to move into a position as a supervisor, team leader, or first-line manager by adding basic supervisory skills to the occupational/technical skills you already possess. You will gain skills in problem-solving, decision-making, communicating, and motivating people in groups and teams through case studies and experiential exercises. The certificate may also be applied toward a WCC Associate in Applied Science Degree.

3. Complete an additional 9 credit hours of business courses (BMG).....9
4. Complete an additional 6 credit hours in the disciplines of ACC, BMG, CIS, and/or INP6
5. Complete the General Education Requirements for the AAS Degree18-21

Minimum Credits Required for the Program: 60

Small Business and Entrepreneurship (CTSBEA) Certificate



This certificate provides students with the concepts, theory, and practice they need to start and operate a small business enterprise. Students acquire a fundamental knowledge of small business operations that is used to create a business plan that includes an in-depth plan of marketing and customer relationship management. Program studies include a significant number of opportunities to network in the community with agencies devoted to helping the entrepreneur get started, such as the local Small Business Development Corporation (SBDC). This certificate is appropriate for students who wish to become self-employed or simply become a more effective employee at a small business enterprise. This series of courses is a great way to refine that idea or concept you have for starting a business of your own.

**Business and Computer Technologies Division
Business Department**

Advisor: Cheryl Gracie

Program Admission Requirements:

A high school course in basic computer skills including use of the Internet or INP 100 or CIS 099.

Major/Area Requirements (9 Credits)

- | | | |
|---------|---|---|
| BMG 109 | Introduction to Small Business and Entrepreneurship | 3 |
| BMG 209 | Business Planning for Entrepreneurs | 3 |
| BMG 292 | Market Planning for Entrepreneurs | 3 |

Minimum Credits Required for the Program: 9

**Business and Computer Technologies Division
Business Department**

Advisor: Colette Young

Program Admission Requirements:

Successful completion of a career certificate or degree program or equivalent work experience. *CIS 100 WITH*

Major/Area Requirements (12 Credits)

- | | | |
|---------|-----------------------------|---|
| BMG 230 | Introduction to Supervision | 3 |
| BMG 273 | Managing Operations | 3 |
| BMG 279 | Performance Management | 3 |
| BMG 291 | Project Management | 3 |

Minimum Credits Required for the Program: 12

Management Supervision (APMGTM)

Associate in Applied Science Degree



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

**Business and Computer Technologies Division
Business Department**

Advisor: Colette Young

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.

Requirements

1. Complete a certificate or degree in any occupational/technical area plus additional related credits to equal a minimum of 15 credit hours15
2. Complete the Management Supervision Advanced Certificate (CVMGTA)12

CAREER PROGRAMS

MANAGEMENT: SUPERVISION

Program Description

This certificate offers students in any trade/occupation an opportunity to acquire skills to supervise an operation by learning and applying basic management principles through case studies and exercises.

Upon completing this program, students will be able to use various tools to manage an operation which includes developing goals, organizing work activities, promoting desired employee performance, and monitoring productivity with a customer focus. Emphasis will be placed on developing skills that will involve both a critical and creative approach to management problem solving activities.

*Smart
first*

*same
last
sentiment
in current*

**Washtenaw Community College
Program Change Request Form**

Program Code: CVMG1A Program Title: Management Supervision (Cvmgta)

Effective Year: Fall 2001

1. Course Related Program Changes:

Course	Course Title	Elective Group (if applicable)	Credit	Sem	Change(s)
ACC 220	Financial Planning, Budget, And Control		3.00		Remove <input checked="" type="checkbox"/> Add <input type="checkbox"/> Change Title <input type="checkbox"/> <input type="checkbox"/> Change Credit (was: _____) <input type="checkbox"/> Shift in Sequence (was: _____)
BMG 291	Project Management		3.00		Remove <input type="checkbox"/> Add <input checked="" 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: 12 After Proposed Changes: 12

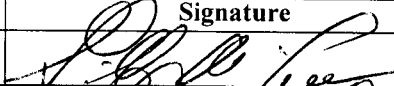
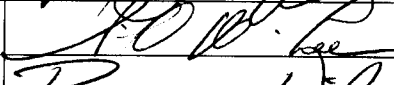

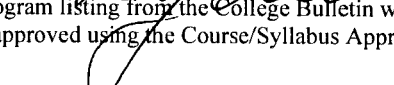
Non-Course Related Program Changes: (description, advisors, admission criteria, title, etc.)

4. Rationale for Proposed Changes: Revised in response to Management Supervision program requirements.

5. Financial/Staffing/Equipment/Space Implications:

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

7. Signatures:

Reviewer	Print Name	Signature	Date
Program Change Initiator:	Granville Lee		2/28/01
Department Chair:	Granville Lee		2/28/01
Division Dean:	Rosemary Wilson		2/28/01
VP, Instruction/Student Services:	Guy Altieri		4/23/01

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.

OK

**Management Supervision (CVMGTA)
Advanced Certificate**

Division(s): Business
Department(s): Business

Program Effective Term: Fall 2001

This program prepares you to move into a position as a supervisor, team leader, or first-line manager by adding basic supervisory skills to the occupational/technical skills you already possess. Through case studies, experiential exercises and how-to activities, you will gain skills in problem-solving, decision-making, communicating, and motivating people in groups and teams. The program also can be applied toward a WCC Associate in Applied Science degree.

Advisors: Colette Young

Program Admission Requirements:

- Successful completion of a career certificate or degree program

Major/Area Requirements (12 Credits)

BMG 230	Introduction to Supervision	3
BMG 273	Managing Operations (230)	3
BMG 279	Performance Management	3
BMG 291	Project Management 230, 273, 279	3

Minimum Credits Required for the Program: 12

Washtenaw Community College EEO / Title IX / Section 504 Statement

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E-Commerce (CTECOM)

Certificate



This program prepares you to work with the latest industry software and web technologies used to create an e-commerce site that complies with legal requirements. It also gives you the skills to purchase goods and services on the web, perform e-commerce customer service functions, perform comparative analysis of e-commerce web sites, and identify and evaluate available e-commerce software and hosting options. You will be able to prepare a competitive analysis of a small business e-commerce plan that includes setting up an e-commerce web site using a commercial software package. Managers and staff in accounting, administration, communications, customer service, finance, marketing, operations, sales, strategic planning, and public relations would benefit from this certificate.

Business Department

Advisor: Cheryl Gracie

Program Admission Requirements:

- Passing score on Internet placement examination or INP 159

Course Number	Course Title	Credit Hours
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Major/Area Requirements (13 Credits)

BMG 155	Business on the Internet	3
BMG 215	Planning an E-Commerce Site	3
INP 160	Internet II	2
INP 165	Basic HTML	2
INP 200	Web Site Fundamentals	3

Credits Required for the Program:14

Human Resource Management (CTHRSC)

Certificate



This program prepares you for entry-level jobs as a human resource assistant or specialist where you will be assisting in activities that range from recruiting, interviewing and hiring job candidates to evaluating jobs, negotiating contracts, and ensuring company compliance with equal opportunity regulations. This program also provides you with basic management skills that will improve your ability to manage people.

Business Department

Advisor: Colette Young

Program Admission Requirements: None

Course Number	Course Title	Credit Hours
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Major/Area Requirements

BMG 140*	Introduction to Business	3
BMG 150	Labor-Management Relations	3
BMG 200	Human Relations in Business	3
BMG 208	Principles of Management	3
BMG 240	Human Resources Management	3
BMG 279	Performance Management.....	3

Credits Required for the Program:18

* BMG 140 should be taken before other program courses. For students with business experience, credit for BMG 140 can sometimes be awarded through credit for prior learning experience. Talk to your faculty advisor for more information.

Management Supervision (CVMGTA)

Advanced Certificate



This program prepares you to move into a position as a supervisor, team leader, or first-line manager by adding basic supervisory skills to the occupational/technical skills you already possess. Through case studies, experiential exercises and how-to activities, you will gain skills in problem-solving, decision-making, communicating, and motivating people in groups and teams. The program also can be applied toward a WCC Associate in Applied Science degree.

Business Department

Advisor: Colette Young

Program Admission Requirements:

- Successful completion of a career certificate or degree program

Course Number	Course Title	Credit Hours
---------------	--------------	--------------

Major/Area Requirements

BMG 230	Introduction to Supervision	3
BMG 273	Managing Operations	3
BMG 279	Performance Management.....	3
ACC 220	Financial Planning, Budget, and Control	3
BMG 291	Project Mgmt	3

Credits Required for the Program:12

**Management Supervision (CVMGTA)
Advanced Certificate**

Division(s): Business
Department(s): Business

Program Effective Term: Fall 2001

This program prepares you to move into a position as a supervisor, team leader, or first-line manager by adding basic supervisory skills to the occupational/technical skills you already possess. You will gain skills in problem-solving, decision-making, communicating, and motivating people in groups and teams through case studies and experiential exercises. The program also can be applied toward a WCC Associate in Applied Science degree.

Advisors: Colette Young

Program Admission Requirements:

Successful completion of a career certificate or degree program or equivalent work experience

Major/Area Requirements (12 Credits)

BMG 230	Introduction to Supervision	3
BMG 273	Managing Operations	3
BMG 279	Performance Management	3
BMG 291	Project Management	3
Minimum Credits Required for the Program		12

Washtenaw Community College EEO / Title IX / Section 504 Statement

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**Management Supervision (CVMGTA)
Advanced Certificate**

Division(s): Business
Department(s): Business

Program Effective Term: Fall 2001

This program prepares you to move into a position as a supervisor, team leader, or first-line manager by adding basic supervisory skills to the occupational/technical skills you already possess. You will gain skills in problem-solving, decision-making, communicating, and motivating people in groups and teams through case studies and experiential exercises. The program also can be applied toward a WCC Associate in Applied Science degree.

Advisors: Colette Young

Program Admission Requirements:

Successful completion of a career certificate or degree program or equivalent work experience

Fall Semester (6 Credits)

BMG 230	Introduction to Supervision	3
BMG 279	Performance Management	3

Winter Semester (6 Credits)

BMG 273	Managing Operations	3
BMG 291	Project Management	3

Minimum Credits Required for the Program **12**

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MOTA

Washtenaw Community College Program Change Request Form

Program Code: **FLMC** Program Title: ~~First Line~~ Management *Supervision*

Effective Year: Fall 2000

1. Course Related Program Changes:					
Course	Course Title	Elective Group (if applicable)	Credit	Sem	Change(s)
ENG 111	Composition I		4.00		Remove <input checked="" type="checkbox"/> Add <input type="checkbox"/> Change Title <input type="checkbox"/> <input type="checkbox"/> Change Credit (was: _____) <input type="checkbox"/> Shift in Sequence (was: _____)
BMG 106	Legal Basics In Business		3.00		Remove <input checked="" type="checkbox"/> Add <input type="checkbox"/> Change Title <input type="checkbox"/> <input type="checkbox"/> Change Credit (was: _____) <input type="checkbox"/> Shift in Sequence (was: _____)
BMG 200	Human Relations		3.00		Remove <input checked="" type="checkbox"/> Add <input type="checkbox"/> Change Title <input type="checkbox"/> <input type="checkbox"/> Change Credit (was: _____) <input type="checkbox"/> Shift in Sequence (was: _____)
BMG 207	Business Commucation		3.00		Remove <input checked="" type="checkbox"/> Add <input type="checkbox"/> Change Title <input type="checkbox"/> <input type="checkbox"/> Change Credit (was: _____) <input type="checkbox"/> Shift in Sequence (was: _____)
BMG 272	Problem Solving		2.00		Remove <input checked="" type="checkbox"/> Add <input type="checkbox"/> Change Title <input type="checkbox"/> <input type="checkbox"/> Change Credit (was: _____) <input type="checkbox"/> Shift in Sequence (was: _____)
BMG 287	Managerial Leadership		3.00		Remove <input checked="" type="checkbox"/> Add <input type="checkbox"/> Change Title <input type="checkbox"/> <input type="checkbox"/> Change Credit (was: _____) <input type="checkbox"/> Shift in Sequence (was: _____)
BMG 291	First Line Leadership Capstone		3.00		Remove <input checked="" type="checkbox"/> Add <input type="checkbox"/> Change Title <input type="checkbox"/> <input type="checkbox"/> Change Credit (was: _____) <input type="checkbox"/> Shift in Sequence (was: _____)
ACC 230	Financial Statement Analysis For Non-Accountants		3.00		Remove <input checked="" type="checkbox"/> Add <input type="checkbox"/> Change Title <input type="checkbox"/> <input type="checkbox"/> Change Credit (was: _____) <input type="checkbox"/> Shift in Sequence (was: _____)
2. Total Credit Hours for Program: Before Proposed Changes: <u>36</u> After Proposed Changes: <u>12</u>					

Non-Course Related Program Changes: (description, advisors, admission criteria, title, etc.)
 (Description) This program is designed to meet the needs of the student who has completed coursework in an occupational area and desires to acquire the additional skills necessary for successful employment as a supervisor, team leader, and first-line manager. The learner will discuss and practice the concepts, theories and skills for coping with the supervisor's role in a diverse and dynamic workplace. The program utilizes an integrated skill-building approach that includes case studies, experiential exercises and how-to activities that enable the student to develop basic supervisory skills including, problem-solving, decsion-making, communicating, and motivating people in the groups and teams that are prevalent in today's organizations. This program is also part of coursework that may be applied toward an Associate Degree in Applied Science in other WCC occupational specialty areas.
 (Advisors) Colette Young and ~~Michael O'Rear~~
 (Admission Requirements) Completion of ~~the basic requirements for~~ a certificate or degree bearing program. *in OCCUP AREA*

4. Rationale for Proposed Changes: Provide students with a clearer program focus, definition of skills outcomes and identification of target audience.
Keep - BMG 230, 273, 279 + ACC 220

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

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

7. Signatures:

Reviewer	Print Name	Signature	Date
Program Change Initiator:	Rosemary Wilson	<i>Rosemary Wilson</i>	4/19/00
Department Chair:	Granville Lee	<i>Granville Lee</i>	4/19/00
Division Dean:	Bella G. Parker	<i>Bella G. Parker</i>	

**Washtenaw Community College
Program Change Request Form**

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

Data File _____ Curriculum File _____
Curriculum and Articulation Services:
Curriculum Development\Forms\Programs\Program Change Form 12/2/98
Copies: Initiator, Department Chair, Dean, Curriculum File

Catalog. _____
Document Code: Form - Program Change - FLMC
New Listing to: Counseling; Admissions

BUSINESS

Management Supervision (MGTA) Advanced Certificate

This program prepares you to move into a position as a supervisor, team leader, or first-line manager by adding basic supervisory skills to the occupational/technical skills you already possess. Through case studies, experiential exercises and how-to activities, you will gain skills in problem-solving, decision-making, communicating, and motivating people in groups and teams. The program also can be applied toward a WCC Associate in Applied Science degree in Management Supervision or General Studies.

Advisors: Collette Young

Program Admission Requirements:

Successful completion of an occupational certificate or degree program

Course Number	Course Title	Credit Hours
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Major/Area Requirements (12 Credits)

BMG 230	First Line Management.....	3
BMG 273	Understanding the Organization: Systems	3
BMG 279	Performance Management	3
ACC 220	Financial Planning, Budget, and Control	3

Minimum Credits Required:..... 12

Associate in Applied Science in Management Supervision

For an Associate in Applied Science degree with a major in Management Supervision see Applied Studies on page x.

Correctional Science (COR) Associate in Applied Science Degree

This program prepares you for taking the required exams for jobs in county- and state-level correctional facilities. Corrections is an advancement-oriented field, as long as you're successful on the job, willing to keep going back to school, and able to pass the required exams. The program also includes the courses you need to complete an associate in arts degree. The program is certified by the Michigan Corrections Officers Training Council.

Advisors: Ruth Walsh

Program Admission Requirements:

None

Course Number	Course Title	Credit Hours
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General Education Requirements (23 credits)

COM 102	Interpersonal Communication	3
ENG 100	Communication Skills	4
ENG 107	Technical Writing	3
PLS 112	American Government	3
Choose:	MTH 151 Technical Algebra or MTH 169 Intermediate Algebra	4
Elective	Complete one course from the Natural Sciences Area, Group I	3

Elective Complete one course from the Arts and Humanities Area, Group I (page x) 3

Major/Area Requirements (26 Credits)

COR 122	Introduction to Corrections	3
COR 132	Correctional Institutions	3
COR 211	Legal Issues in Corrections	3
COR 219	Client Relations in Corrections	3
COR 228	The Correctional Client: Growth and Development	3
CJT 100	Introduction to Criminal Justice	3
CJT 112	Constitutional Law for CJ	3
CJT 120	Criminal Justice Ethics	2
CJT 225	Seminar in Criminal Justice	3

Required Support Courses (15 Credits)

Elective	Psychology: Select one course from PSY 100, 107, 130, 200, 209, or 257	9
Elective	SOC 202 or SOC 250 or any psychology course	6

Minimum Credits Required: 64

Management Supervision (CVMGTA) Advanced Certificate

This program prepares you to move into a position as a supervisor, team leader, or first-line manager by adding basic supervisory skills to the occupational/technical skills you already possess. Through case studies, experiential exercises and how-to activities, you will gain skills in problem-solving, decision-making, communicating, and motivating people in groups and teams. The program also can be applied toward a WCC Associate in Applied Science degree.

Business Department

Advisor: Colette Young

Program Admission Requirements:

- Successful completion of a career certificate or degree program

<u>Course Number</u>	<u>Course Title</u>	<u>Credit Hours</u>
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Major/Area Requirements

BMG 230	Introduction to Supervision.....	3
BMG 273	Managing Operations	3
BMG 279	Performance Management.....	3
ACC 220	Financial Planning, Budget, and Control.....	3
Credits Required for the Program:.....		12

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