

PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code: CVAAST

Program Name: Administrative Assistant II

Effective Term: Fall 2013

Division Code: BCTD

Department: Business Office Systems

Directions:

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

Requested Changes:

- | | |
|--|---|
| ☐ Review | ☐ Program admission requirements |
| ☒ Remove course(s): <u>BOS 225</u> | ☐ Continuing eligibility requirements |
| ☐ Add course(s): _____ | ☐ Program outcomes |
| ☐ Program title (title was _____) | ☐ Accreditation information |
| ☐ Description | ☐ Discontinuation (attach program discontinuation plan that includes transition of students and timetable for phasing out courses) |
| ☐ Type of award | ☒ Other <u>BOS 250 being renamed to Office Administration</u> |
| ☐ Advisors | |
| ☐ Articulation information | |

Show all changes on the attached page from the catalog.

Rationale for proposed changes or discontinuation:

BOS 225 being inactivated.

Financial/staffing/equipment/space implications:

N/A

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

N/A

Signatures:

Reviewer	Print Name	Signature	Date
Initiator	Joyce Jenkins	<i>Joyce Jenkins</i>	3-8-13
Department Chair	Joyce Jenkins	<i>Joyce Jenkins</i>	3-8-13
Division Dean/Administrator	Rosemary Wilson	<i>Rosemary Wilson</i>	3/8/13
Vice President for Instruction	William Abernethy	<i>William Abernethy</i>	3/29/13
President			

Do not write in shaded area. Entered in: Banner _____ C&A Database 3/29/13 Log File 3/29/13 Board Approval _____Please submit completed form to the Office of Curriculum and Assessment and email an electronic copy to sjohn@wccnet.edu for posting on the website.

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 Office of Curriculum & Assessment

Program Information Report**Administrative Assistant II (CVAAST)****Advanced Certificate****Program Effective Term: Fall 2013**

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

Program Admission Requirements:

Completion of the Administrative Assistant I Certificate. Exceptions may be allowed upon consultation with a program advisor and evidence of relevant prior professional and/or academic experience.

BOS 182	Database Software Applications	3
BOS 207	Presentation Software Applications	2
BOS 208	Desktop Publishing for the Office	3
BOS 230	Electronic Forms Design	3
BOS 250	Office Administration	4
BOS 284	Spreadsheet Software Applications II	3

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

ACADEMICS

Administrative Assistant II (CVAAST)

Advanced Certificate

2010 - 2011 2011 - 2012 2012 - 2013

Description

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

Admissions Requirements

Completion of the Administrative Assistant I Certificate. Exceptions may be allowed upon consultation with a program advisor and evidence of relevant prior professional and/or academic experience.

Contact Information

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

Requirements

Major/Area Requirements

Class	Title	Credits
<u>BOS 230</u>	Electronic Forms Design	3
<u>BOS 284</u>	Spreadsheet Software Applications II	3
<u>BOS 182</u>	Database Software Applications	3
<u>BOS 207</u>	Presentation Software Applications	2
<u>BOS 208</u>	Desktop Publishing for the Office	3
BOS 223	Integrated Office Applications	3
<u>BOS 250</u>	Office Administration	4
Total		21 18
Total Credits Required:		21 18

► Gainful Employment Disclosures

PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code:
CVAAST

Program Name: Administrative Assistant II

Effective Term: 2012-13

Division Code: BCTD Department: Business Office Systems

Directions:

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

Requested Changes:

- | | |
|--|---|
| ☐ Review | ☐ Program admission requirements |
| ☐ Remove course(s): _____ | ☐ Continuing eligibility requirements |
| ☒ Add course(s): BOS 230 Electronic Forms Design | ☐ Program outcomes |
| ☐ Program title (title was _____) | ☐ Accreditation information |
| ☐ Description | ☐ Discontinuation (attach program discontinuation plan that includes transition of students and timetable for phasing out courses) |
| ☐ Type of award | ☐ Other _____ |
| ☐ Advisors | |
| ☐ Articulation information | |

Show all changes on the attached page from the catalog.

Rationale for proposed changes or discontinuation:

BOS 230 Electronic Forms Design is a new course that has been added to the BOS curriculum for this coming academic year. The course is intended to teach users how to prepare documents including electronic forms for end-user distribution, and is ideally suited for students of the Administrative Assistant II Advanced Certificate.

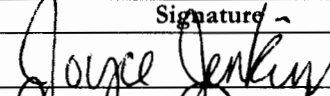
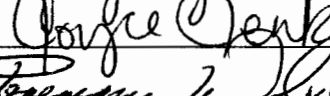
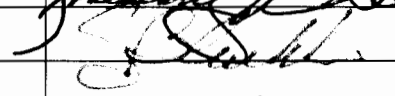
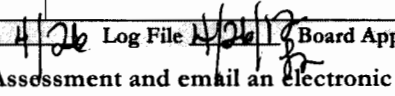
Financial/staffing/equipment/space implications:

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		

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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.

Administrative Assistant II (CVAAST)

Advanced Certificate

Program Effective Term: Fall 2012

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

Program Admission Requirements:

Completion of the Administrative Assistant I Certificate. Exceptions may be allowed upon consultation with a program advisor and evidence of relevant prior professional and/or academic experience.

Course Number	Course Title	Credits
BOS 182	Database Software Applications	3
BOS 207	Presentation Software Applications	2
BOS 208	Desktop Publishing for the Office	3
BOS 225	Integrated Office Applications	3
BOS 250	Office Administration II	4
BOS 230	Electronic Forms Design	3
BOS 284	Spreadsheet Software Applications II	3

Minimum Credits Required for the Program:

21

PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code: CVAAST Program Name: Administrative Assistant II
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:

- | | |
|--|---|
| ☐ Review | ☐ Program admission requirements |
| ☒ Remove course(s): <u>BOS 101C, BOS 130</u> | ☐ Continuing eligibility requirements |
| ☒ Add course(s): <u>BOS 284</u> | ☐ Program outcomes |
| ☐ Program title (title was _____) | ☐ Accreditation information |
| ☐ Description | ☐ Discontinuation (attach program discontinuation plan that includes transition of students and timetable for phasing out courses) |
| ☐ Type of award | ☐ Other _____ |
| ☐ Advisors | |
| ☐ Articulation information | |

Show all changes on the attached page from the catalog.

Rationale for proposed changes or discontinuation:

BOS 101C will remain as a requirement for only the Administrative Assistant I program. BOS 130 discontinued due to obsolete material being covered in course, while some material taken from BOS 130 will be incorporated into an advanced course in Excel, BOS 284.

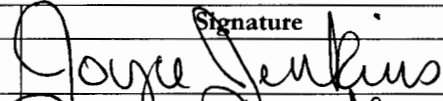
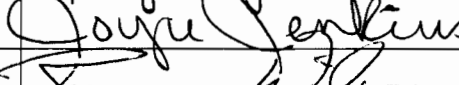
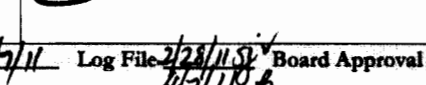
Financial/staffing/equipment/space implications:

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		3/17/11
Department Chair	Joyce Jenkins		3/17/11
Division Dean/Administrator	Rosemary Wilson		3/17/11
Vice President for Instruction	Stuart Blacklaw		3/23/11
President	Larry Whitworth		

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SW 4/7/11

Program Information Report

School of Business and Entrepreneurial Studies

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

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

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

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

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

Business Office Systems

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

Administrative Assistant II (CVAAST)

Advanced Certificate

Program Effective Term: Fall 2011

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

Program Admission Requirements:

Completion of the Administrative Assistant I Certificate. Exceptions may be allowed upon consultation with a program advisor and showing of relevant prior professional and/or academic experience.

Major/Area Requirements		(18 credits)
BOS 182	Database Software Applications	3
BOS 207	Presentation Software Applications	2
BOS 208	Desktop Publishing for the Office	3
BOS 225	Integrated Office Applications	3
BOS 250	Office Administration II	4
BOS 284	Spreadsheet Software Applications II	3

Minimum Credits Required for the Program:

18

PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code:
CVAAST

Program Name: _Administrative Assistant II_

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.
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Requested Changes:

- | | |
|--|---|
| ☐ Review | ☐ Program admission requirements |
| ☐ Remove course(s): _____ | ☐ Continuing eligibility requirements |
| X Add course(s): _BOS 101C_ | ☐ Program outcomes |
| ☐ Program title (title was _____) | ☐ Accreditation information |
| ☐ Description | ☐ Discontinuation (attach program discontinuation plan that includes transition of students and timetable for phasing out courses) |
| ☐ Type of award | ☒ Other <u>Credits 18 to 19</u> |
| ☐ Advisors | |
| ☐ 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			
Vice President for Instruction	<i>P</i>	<i>Roger M. Palay</i>	2/24/06

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Business Office Systems

Administrative Assistant II (CVAAST) Advanced Certificate

Program Effective Term: Fall 2006

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

Major/Area Requirements		(19 credits)
BOS 101C	Advanced Keyboarding	1
BOS 130	Office Financial Applications	3
BOS 182	Database Software Applications	3
BOS 207	Presentation Software Applications	2
BOS 208	Desktop Publishing for the Office	3
BOS 225	Integrated Office Applications	3
BOS 250	Office Administration II	4

Minimum Credits Required for the Program

19

PROGRAM APPROVAL DOCUMENT (PAD)

Program Name: Administrative Assistant II **Program Code:** 0000

Division: BCT **Department:** BOSD **CIP Code:** 0000

Type of Award: ☐ A.A. ☐ A.S. ☐ A.A.S. ☐ Certificate ☐ Certificate of Completion ☒ Advanced Certificate ☐ Post/Cert

Is this an occupational program eligible for Perkins Funding? ☒ yes ☐ no **Effective Year:** Fall 2003

Program Features

Provide a general description of the program's purpose and general goals. State the criteria for entry into the program, along with projected enrollment figures. Explain any connection to other WCC programs, as well as accrediting agencies or professional organizations. Note any special features of the program, such as jobs for which the student will be prepared, as well as potential career paths.

The Administrative Assistant II (AAII) advanced certificate is the second of two certificates. The AAII advanced certificate is designed for individuals who are currently employed as office assistants that would like to upgrade their skills.

With this certificate, students will be introduced to desktop publishing, presentation applications, and basic financial management skills.

Need

State the need for the program and provide evidence to support the stated need.

A review of help wanted ads reveals several office administrative assistant positions needing to be filled in SE Michigan. Pay scales range from \$32,000 to \$50,000.

Administrative Assistant II

Advanced Certificate

This program gives you advanced skills in information processing, data entry, and office administration where skills in using computers, simple financial management and presentation preparation are important. Students need to demonstrate keyboarding skills of 40 wpm.

Business and Computer Technologies Division
Business Office Systems

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

Major/Area Requirements

BOS 182 Database Software Applications	3
BOS 225 Integrated Office Applications	3
BOS 207 Presentation Software Applications	2
BOS 208 Desktop Publishing for the Office	3
BOS 130 Office Financial Applications	3
BOS 250 Office Administration II	4
Total Credits	18

Outcomes

State the overall knowledge to be gained, skills to be learned, and attitudes to be developed by students who participate in this program.

This program will prepare persons for work as high level Administrative Assistants/Executive Assistants where more than basic computer skills will be required.

add to p/a.

Curriculum

List the sequence of courses in the program by semester, including credit hours, co- and pre-requisites.

Course ID	Title	Credit	Contact Hours	Pre-requisites/Co-requisites
-----------	-------	--------	---------------	------------------------------

Major/Area Requirements

BOS 182 Database Software Applications.....	3
BOS 225 Integrated Office Applications	3
BOS 207 Presentation Software Applications.....	2
BOS 208 Desktop Publishing for the Office.....	3
BOS 130 Office Financial Applications	3
BOS 250 Office Administration II	4
Total Credits.....	18

Credits required to complete the program: ~~17~~ ¹⁸

Assessment

Describe the assessment process that will be used to determine the effectiveness of the program.

Faculty will prepare standard tests to be administered in each section of each class.

Budget

Specify program costs in the following areas, per academic year, including any start-up costs: faculty, training, travel, materials, resources, facilities, equipment, and any other costs.

These courses already exist. No new expenditures will be required for this program.

Approval Recommended:	Print Name	Signature	Date
Program Initiator:	<u>Eleanor Charlton</u>	<u>Eleanor Charlton</u>	<u>3/28/03</u>
Dept. Chair/Director:	<u>Eleanor Charlton</u>	<u>Eleanor Charlton</u>	<u>3/28/03</u>
Dean/Administrator:		<u>[Signature]</u>	<u>3/28/03</u>
VP of Instruction:		<u>[Signature]</u>	<u>3/28/03</u>
President:	<u>[Signature]</u>		
Date of Board Approval:			

Needs Assessment

This page to be completed only by those programs seeking Perkins funding. The need study is required to obtain state approval for occupational programs program.

Staff or firm that conducted the need study _____

Term during which the study was conducted: _____

Geographic area to be served by the program: _____ Cities: _____ Counties: _____

Number of employers surveyed: _____

Number of skilled persons, in the geographical area, currently employed and/or receiving on-the-job training in the occupation for which the program could provide training.

	Full-Time Employees	Part-Time Employees
Currently employed		
Receiving On-the-Job Training		

List employment opportunities in the local market area and the State of Michigan: projected number of full-time and part-time positions within one year and in five years.

	Local Area				Michigan			
	One Year		Five Years		One Year		Five Years	
	Full-time	Part-time	Full-time	Part-time	Full-time	Part-time	Full-time	Part-time
For Certificate Holders								
For Degree Holders								
Limited Course Work								

Expected starting hourly wage rate (excluding benefits) in the geographical area to be served for:

Certificate holders \$ _____ Associate Degree holders \$ _____

Check only one: Within this geographical region:

☐ Job opportunities are projected to be available for no less than 75% of the projected program enrollees in a year.

☐ At least 90% of the projected program enrollees will be employed persons from the proposed program area who desire upgrading within this occupation.

A student interest survey indicated that _____ individuals are interested in pursuing this program area:

Total number surveyed _____

Number interested in an associate degree _____

Number interested in a certificate _____

Number interested in limited coursework _____

List the educational opportunities available for students interested in this program that are within the geographic area currently served by the college.

Institution	Program	Location

Advisory Committee

List the names, titles, and organizational affiliations of members of the advisory committee that has been selected to advise the college on the development and implementation of this occupational program. Include the committee's program recommendations.

Business Office

Administrative Assistant II (CVAAST) Advanced Certificate

'UNDER CONSTRUCTION'

Program Effective Term: Fall 2003

This program gives you advanced skills in information processing, data entry, and office administration where skills in using computers, simple financial management and presentation preparation are important. Students need to demonstrate keyboarding skills of 40 wpm.

Business and Computer Technologies Division Business Office Systems Department

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

Major/Area Requirements		(18 Credits)
BOS 130	Office Financial Applications	3
BOS 182	Database Software Applications	3
BOS 207	Presentation Software Applications	2
BOS 208	Desktop Publishing for the Office	3
BOS 225	Integrated Office Applications	3
BOS 250	Office Administration II	4

Minimum Credits Required for the Program: 18