2023-24 ACADEMIC PROGRAMS

2023-2024 BUSINESS OFFICE ADMINISTRATION (APBOAD)

Program is also available online

Description

This program prepares students for higher-level support positions in office settings where increased responsibilities require technical skills in desktop publishing, presentation software, accounting, and database software. Students will also gain broader skills through completion of the general education courses required for an associate's degree. Note: This program is not an AAMA Certification preparation program.

Articulation

Eastern Michigan University, BS degree (applies to the Law Office Administration and Medical Administrative Assistant concentrations). Copies can be obtained from the Counseling Office, a program advisor, or from the Curriculum and Assessment Office Web site: https://www.wccnet.edu/learn/transfer-wcc-credits/articulation-agreements.php .

Concentrations

Administrative Assistant (ADMA)-available online

First Semester

Class	Title	Minimum Credits
BOS 101C	Advanced Keyboarding	1
BOS 106	Electronic Planning, Sharing and Organization	3
BOS 206	Personal Management Application and Internet Resources	2
ENG 111	Composition I	4
	Math Elective(s)	3
Total		13

Second Semester

Class	Title	Minimum Credits
ACC 100 or	Accounting Practices for Business	
ACC 111	Principles of Accounting I	3
BOS 157	Word Processing and Document Formatting I	3
BOS 184	Spreadsheet Software Applications I	3
	Arts/Human. Elective(s)	3
Total		12

Third Semester

Class	Title	Minimum Credits
BMG 155	Business on the Internet	3
BOS 207	Presentation Software Applications	2
BOS 257	Word Processing and Document Formatting II	3
BOS 182 or	Database Software Applications	
BOS 284	Spreadsheet Software Applications II	3
	Speech/Comp. Elective(s)	3
Total		14

Fourth Semester

Class	Title	Minimum Credits
BMG 207	Business Communication	3
BOS 208	Desktop Publishing for the Office	3
	Nat. Sci. Elective(s)	3
Total		9

Fifth Semester

Class	Title	Minimum Credits
ACC 131	QuickBooks Software	3
BOS 230	Electronic Forms Design	3
BOS 250	Office Administration	4
	Soc. Sci. Elective(s)	3
Total		13

Total Credits Required: 61

Law Office Administration (LAWA)-available online

First Semester

Class	Title	Minimum Credits
BOS 101C	Advanced Keyboarding	1
BOS 106	Electronic Planning, Sharing and Organization	3
BOS 206	Personal Management Application and Internet Resources	2
	Math Elective(s)	3
ENG 111	Composition I	4
Total		13

Second Semester

Class	Title	Minimum Credits
ACC 111	Principles of Accounting I	3
BOS 157	Word Processing and Document Formatting I	3
BOS 184	Spreadsheet Software Applications I	3
	Arts/Human. Elective(s)	3
Total		12

Third Semester

Class	Title	Minimum Credits
CJT 130	Introduction to Paralegal Studies	3
BOS 207	Presentation Software Applications	2
	Elective(s) Select one: BOS 182, BOS 257 or BOS 284	3
	Speech/Comp. Elective(s)	3
Total		11

Fourth Semester

Class	Title	Minimum Credits
BMG 111	Business Law I	3
BMG 155	Business on the Internet	3
	Select a second course: BOS 182, BOS 257 or BOS 284	3
	Nat. Sci. Elective(s)	3
Total		12

Fifth Semester

Class	Title	Minimum Credits
BMG 207	Business Communication	3
BOS 250	Office Administration	4
CJT 156	Everyday Law	4
	Soc. Sci. Elective(s)	3
Total		14

Total Credits Required: 62

Medical Administrative Assistant (MEDA)

First Semester

Class	Title	Minimum Credits
BOS 101C	Advanced Keyboarding	1
BOS 106	Electronic Planning, Sharing and Organization	3
BOS 206	Personal Management Application and Internet Resources	2
	Math Elective(s)	3
ENG 111	Composition I	4
Total		13

Second Semester

Class	Title	Minimum Credits
BOS 157	Word Processing and Document Formatting I	3
BOS 184	Spreadsheet Software Applications I	3
HSC 124	Medical Terminology	3
BIO 109 or	Essentials of Human Anatomy and Physiology	
BIO 111	Anatomy and Physiology - Normal Structure and Function	4
Total		13

Third Semester

Class	Title	Minimum Credits
BOS 207	Presentation Software Applications	2
BOS 257	Word Processing and Document Formatting II	3
MBC 223	Medical Office Procedures	3
	Speech/Comp. Elective(s)	3
Total		11

Fourth Semester

Class	Title	Minimum Credits
	Arts/Human. Elective(s)	3
BMG 155	Business on the Internet	3
BMG 207	Business Communication	3
MBC 224	Medical Insurance and Reimbursement	4
Total		13

Fifth Semester

Class	Title	Minimum Credits
BOS 182 or	Database Software Applications	
BOS 284	Spreadsheet Software Applications II	3
HSC 131	CPR/AED and First Aid	1
PHL 244	Ethical and Legal Issues in Health Care	3
	Soc. Sci. Elective(s)	3
Total		10

Total Credits Required: 60

Office Management (OFMG)

First Semester

Class	Title	Minimum Credits
BOS 101C	Advanced Keyboarding	1
BOS 106	Electronic Planning, Sharing and Organization	3
BOS 206	Personal Management Application and Internet Resources	2
	Math Elective(s)	3
ENG 111	Composition I	4
Total		13

Second Semester

Class	Title	Minimum Credits
ACC 100	Accounting Practices for Business	3
BOS 157	Word Processing and Document Formatting I	3
BOS 184	Spreadsheet Software Applications I	3
	Arts/Human. Elective(s)	3
Total		12

Third Semester

Class	Title	Minimum Credits
ACC 110	Payroll Accounting	2
BMG 155	Business on the Internet	3
BOS 207	Presentation Software Applications	2
BOS 257	Word Processing and Document Formatting II	3
	Speech/Comp. Elective(s)	3
Total		13

Fourth Semester

Class	Title	Minimum Credits
BMG 207	Business Communication	3
BMG 230	Principles of Management	3
BOS 182	Database Software Applications	3
	Nat. Sci. Elective(s)	3
Total		12

Fifth Semester

Class	Title	Minimum Credits
BMG 240	Human Resources Management	3
BMG 279	Organizational Management	3
BOS 250	Office Administration	4

	Soc. Sci. Elective(s)	3
Total	13

Total Credits Required: 63