

## Program Information Report

## Business &amp; Entrepreneurship

## Management (APMNGD)

## Associate in Applied Science Degree

Program Effective Term: Fall 2024

High Demand Occupation High Skill Occupation High Wage Occupation

Program is also available online

Some employers require or prefer employees to have an associate degree as a condition for employment or for advancement. Students can earn an Associate in Applied Science Degree in Management, with a concentration in Operations, Human Resources, Entrepreneurship and Innovation, or Sports and Entertainment, by completing the requirements listed in one of the below concentrations. See an advisor for specific course information and to select an appropriate pathway of interest.

**Articulation:**

Eastern Michigan University, BS or BBA degree;  
Siena Heights University, BBA degree.

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>.

**Minimum Concentration Credits Required for the Program:****60****Management Concentrations****Entrepreneurship and Innovation (60 credits)****First Semester (15 credits)**

BMG 140	Introduction to Business	3
BMG 207	Business Communication	3
BMG 230	Principles of Management	3
Elective	Math Elective(s)	3
Elective	Soc. Sci. Elective(s)	3

**Second Semester (15 credits)**

BMG 101	Entrepreneurship I: Finding Your Opportunity	3
BMG 109	Entrepreneurship II: Starting Your Business	3
BMG 202	Social Media Storytelling	3
BMG 209	Entrepreneurship III - Running and Growing Your Business	3
Elective	Writing Elective(s)	3

**Third Semester (15 credits)**

ACC 131	QuickBooks Software	3
BMG 111	Business Law I	3
BMG 203	Social Media Management	3
Elective	Speech/Comp. Elective(s)	3
Elective	Nat. Sci. Elective(s)	3

**Fourth Semester (15 credits)**

BMG 204	Social Media Analytics	3
BMG 205	Creating the Customer Experience	3
BMG 294	Management Topics - Capstone	1
Elective	Arts/Human. Elective(s)	3
Elective	Open elective(s) to reach a minimum of 60 total credits.	5

**Minimum Credits Required for the Concentration or Option: 60****Human Resources - available online (60 credits)****First Semester (12 credits)**

BMG 140	Introduction to Business	3
BMG 207	Business Communication	3
Elective	Writing Elective(s)	3

## Program Information Report

Elective	Math Elective(s)	3
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<b>Second Semester</b>		<b>(17 credits)</b>
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ACC 110	Payroll Accounting	2
BMG 230	Principles of Management	3
BMG 240	Human Resources Management	3
BMG 279	Organizational Management	3
BOS 230	Electronic Forms Design	3
Elective	Soc. Sci. Elective(s)	3

<b>Third Semester</b>		<b>(15 credits)</b>
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BMG 111	Business Law I	3
BMG 205	Creating the Customer Experience	3
BMG 250	Principles of Marketing	3
Elective	Speech/Comp. Elective(s)	3
Elective	Nat. Sci. Elective(s)	3

<b>Fourth Semester</b>		<b>(16 credits)</b>
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BMG 294	Management Topics - Capstone	1
Elective	Arts/Human. Elective(s)	3
Elective	Open elective(s) to reach a minimum of 60 total credits.	12

**Minimum Credits Required for the Concentration or Option: 60**

<b>Operations - available online</b>		<b>(60 credits)</b>
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<b>First Semester</b>		<b>(15 credits)</b>
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BMG 140	Introduction to Business	3
BMG 181	Introduction to Supply Chain Management	3
Elective	Writing Elective(s)	3
Elective	Math Elective(s)	3
Elective	Open elective(s) to reach a minimum of 60 total credits.	3

<b>Second Semester</b>		<b>(15 credits)</b>
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BMG 111	Business Law I	3
BMG 207	Business Communication	3
BMG 230	Principles of Management	3
Elective	Nat. Sci. Elective(s)	3
Elective	Open elective(s) to reach a minimum of 60 total credits.	3

<b>Third Semester</b>		<b>(15 credits)</b>
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BMG 205	Creating the Customer Experience	3
BMG 228	Purchasing and Inventory Control	3
BMG 231 or	Nonprofit Management	3
BMG 291	Project Management	3
BMG 279	Organizational Management	3
Elective	Speech/Comp. Elective(s)	3

<b>Fourth Semester</b>		<b>(15 credits)</b>
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BMG 273	Managing Operations	3
BMG 294	Management Topics - Capstone	1
Elective	Soc. Sci. Elective(s)	3
Elective	Arts/Human. Elective(s)	3
Elective	Open elective(s) to reach a minimum of 60 total credits.	5

**Minimum Credits Required for the Concentration or Option: 60**

<b>Sports and Entertainment</b>		<b>(60 credits)</b>
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<b>First Semester</b>		<b>(15 credits)</b>
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BMG 165	Introduction to Sports and Entertainment Management	3
BMG 169	Sports and Entertainment Marketing	3
BMG 207	Business Communication	3
BMG 230	Principles of Management	3

## Program Information Report

Elective	Writing Elective(s)	3
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<b>Second Semester</b>	<b>(15 credits)</b>
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BMG 111	Business Law I	3
BMG 140	Introduction to Business	3
BMG 161	Esports Event Management	3
BMG 166	Sports and Entertainment Communications and Public Relations	3
Elective	Speech/Comp. Elective(s)	3

<b>Third Semester</b>	<b>(15 credits)</b>
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BMG 167	Sports and Entertainment Agency Management	3
BMG 168	Facilities and Event Management	3
BMG 279	Organizational Management	3
Elective	Math Elective(s)	3
Elective	Nat. Sci. Elective(s)	3

<b>Fourth Semester</b>	<b>(15 credits)</b>
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BMG 205	Creating the Customer Experience	3
BMG 294	Management Topics - Capstone	1
Elective	Soc. Sci. Elective(s)	3
Elective	Arts/Human. Elective(s)	3
Elective	Open elective(s) to reach a minimum of 60 total credits.	5

<b>Minimum Credits Required for the Concentration or Option: 60</b>	
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<b>Minimum Credits Required for the Program:</b>	<b>60</b>
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PROGRAM CHANGE FORM

<b>Program Code: APMNGD</b>	<b>Current Program Name: Management</b>	<b>Effective Term: Fall 2024</b>
<b>Division Code: BCT</b>	<b>Department: Business</b>	

**Directions:**

1. Attach the current program listing from the WCC catalog or website 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 CurricUNET, but should be submitted at the same time as the program change form.
4. If changes affect the program assessment plan or if program outcomes are updated, please submit a Program Assessment Plan Change form. These changes must be approved separately from the program change form and should be submitted at the same time. Current program assessment plans can be found on the Curriculum and Assessment Program Information page.

**Requested Changes:**

- Remove course(s): See below rationale
- Add course(s): See below rationale
- Program title (new title is \_\_\_\_\_)
- Description
- Advisors
- Program admission requirements
- Continuing eligibility requirements
- Program outcomes (may also result from removing or adding a course)\*
- Program assessment plan\*
- Accreditation information
- Other

Note: A change to the Award Type requires the submission of a new program proposal form and a separate program inactivation form. Contact the Director of Curriculum & Assessment for more information.

**Show all changes on the catalog page you attach.**

\* Please submit a Program Assessment Plan Change form.

**Rationale for proposed changes:**

Entrepreneurship and Innovation Concentration  
 Adding: BMG 202 Social Media Storytelling, BMG 203 Social Media Management, BMG 204 Social Media Analytics  
 Deleting: BMG 155 Business on the Internet  
 Reducing elective credits down to 5 from 12 to add BMG 202 & BMG 204

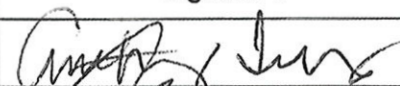
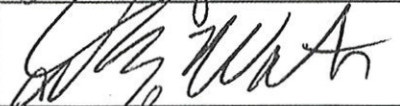
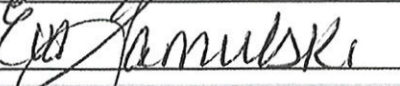
Operations Concentration: Six credit hours of electives originally offered in the third semester are being split to 3 credit hours of electives in the first semester and 3 credit hours of electives in the second semester to better balance out the program pathway.

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<b>Financial/staffing/equipment/space implications:</b> None
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<b>List departments that have been consulted regarding their use of this program.</b> Business
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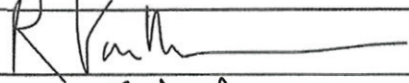
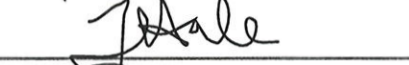

**Signatures:**

Reviewer	Print Name	Signature	Date
Initiator	Anthony Terry		10/10/23
Department Chair	Joyce Jenkins or Doug Waters		10-10-23
Division Dean/Administrator	Eva Samulski		10-10-23
Please return completed form to the Office of Curriculum & Assessment, SC 257 or by e-mail to curriculum.assessment@wccnet.edu Once reviewed by the appropriate faculty committees we will secure the signature of the VPI.			
Reviewer	Print Name	Signature	Date

Office of Curriculum & Assessment Page 1 of 2 Revised 4/1/21

**WASHTENAW COMMUNITY COLLEGE**

**PROGRAM CHANGE FORM**

Curriculum Committee Chair	Randy Van Wagnen		1-7-24
Assessment Committee Chair	Jessica Hale		1/8/24
Vice President for Instruction	Dr. Brandon Tucker		2/13/24

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Reviewed by C&A Committees 11/16/23

**PROGRAM CHANGE FORM**

<b>Program Code:</b> APMNGD	<b>Current Program Name:</b> Management – Sports and Entertainment Management Concentration (SPRT)	<b>Effective Term:</b> Fall 2024
<b>Division Code:</b> BCT	<b>Department:</b> Business	

**Directions:**

1. Attach the current program listing from the WCC catalog or website 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 CurricUNET, but should be submitted at the same time as the program change form.
4. If changes affect the program assessment plan or if program outcomes are updated, please submit a Program Assessment Plan Change form. These changes must be approved separately from the program change form and should be submitted at the same time. Current program assessment plans can be found on the Curriculum and Assessment Program Information page.

**Requested Changes:**

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Remove course(s): <u>BMG 163</u><br><input checked="" type="checkbox"/> Add course(s): <u>BMG 111, BMG 161, BMG 167</u><br><input type="checkbox"/> Program title (new title is _____)<br><input type="checkbox"/> Description<br><input type="checkbox"/> Advisors<br><input type="checkbox"/> Program admission requirements<br><input type="checkbox"/> Continuing eligibility requirements | <input type="checkbox"/> Program outcomes (may also result from removing or adding a course)*<br><input type="checkbox"/> Program assessment plan*<br><input type="checkbox"/> Accreditation information<br><input type="checkbox"/> Other _____ |
|--|--|

Note: A change to the Award Type requires the submission of a new program proposal form and a separate program inactivation form. Contact the Director of Curriculum & Assessment for more information.

**Show all changes on the catalog page you attach.**

\* Please submit a Program Assessment Plan Change form.

**Rationale for proposed changes:**

The BMG 163 – Esports class is such a niche class we have gotten feedback from students who are pursuing the sports and entertainment management degree that they did not want to take a required course in e-sports if that was not their chosen career path. With that said, we are going to remove the introduction to e-sports class from the management degree and create a mini certificate geared specifically towards individuals who want a career path in e-sports. The management degree will replace BMG 163 with BMG 111 (business law) which better aligns with a skill set needed in all careers related to sports or entertainment management operations.

**Financial/staffing/equipment/space implications:**

N/A

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

Business Department

**Signatures:**

Reviewer	Print Name	Signature	Date
Initiator	Anthony Terry	<i>Anthony Terry</i>	Jan. 5, 2024

**PROGRAM CHANGE FORM**

Department Chair	Doug Waters	/s/ Doug Waters	01/05/2024
Division Dean/Administrator	Eva Samulski	<i>Eva Samulski</i>	<i>Jan. 5, 2024</i>
<b>Please return completed form to the Office of Curriculum &amp; Assessment, SC 257</b> <b>or by e-mail to curriculum.assessment@wccnet.edu</b> <b>Once reviewed by the appropriate faculty committees we will secure the signature of the VPI.</b>			
<b>Reviewer</b>	<b>Print Name</b>	<b>Signature</b>	<b>Date</b>
Curriculum Committee Chair	Randy Van Wagnen	<i>RVanWagnen</i>	1-31-24
Assessment Committee Chair	Jessica Hale	<i>Jessica Hale</i>	2/7/24
Interim Vice President for Instruction	Dr. Brandon Tucker	<i>Brandon Tucker</i>	<i>2/8/24</i>
Do not write in shaded area. Entered in: Banner _____ C&A Database _____ Log File _____			

Reviewed by C&A Committees 1/18/24

## Program Information Report

**Business & Culinary Arts****Management (APMNGD)****Associate in Applied Science Degree****Program Effective Term: Fall 2022****High Demand Occupation High Skill Occupation High Wage Occupation****Program is also available online**

Some employers require or prefer employees to have an associate degree as a condition for employment or for advancement. Students can earn an Associate in Applied Science Degree in Management, with a concentration in Operations, Human Resources, Entrepreneurship and Innovation, or Sports and Entertainment, by completing the requirements listed in one of the below concentrations. See an advisor for specific course information and to select an appropriate pathway of interest.

**Articulation:**

Eastern Michigan University, BS or BBA degree;  
Siena Heights University, BBA degree.

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> .

**Minimum Concentration Credits Required for the Program:****61****Management Concentrations****Entrepreneurship and Innovation - available online (61 credits)****First Semester (15 credits)**

ACC 131	QuickBooks Software	3
BMG 101	Entrepreneurship I: Finding Your Opportunity	3
BMG 140	Introduction to Business	3
BMG 207	Business Communication	3
BMG 230	Principles of Management	3

**Second Semester (16 credits)**

BMG 109	Entrepreneurship II: Starting Your Business	3
BMG 111	Business Law I	3
BMG 155	Business on the Internet	3
BMG 205	Creating the Customer Experience	3
BMG 209	Entrepreneurship III - Running and Growing Your Business	3
BMG 294	Management Topics - Capstone	1

**Third Semester (15 credits)**

Elective	Writing Elective(s)	3
Elective	Math Elective(s)	3
Elective	Nat. Sci. Elective(s)	3
Elective	Elective(s) to reach minimum 61 credits	6

**Fourth Semester (15 credits)**

Elective	Speech/Comp. Elective(s)	3
Elective	Soc. Sci. Elective(s)	3
Elective	Arts/Human. Elective(s)	3
Elective	Elective(s) to reach minimum 61 credits	6

**Minimum Credits Required for the Concentration or Option: 61****Human Resources - available online (61 credits)****First Semester (14 credits)**

ACC 110	Payroll Accounting	2
BMG 207	Business Communication	3
BMG 230	Principles of Management	3
BMG 240	Human Resources Management	3
BMG 279	Organizational Management	3



**Program Information Report**

**Second Semester (16 credits)**

BMG 111	Business Law I	3
BMG 140	Introduction to Business	3
BMG 205	Creating the Customer Experience	3
BMG 250	Principles of Marketing	3
BMG 294	Management Topics - Capstone	1
BOS 230	Electronic Forms Design	3

**Third Semester (16 credits)**

Elective	Writing Elective(s)	3
Elective	Math Elective(s)	4
Elective	Nat. Sci. Elective(s)	3
Elective	Elective(s) to reach minimum 61 credits	6

**Fourth Semester (15 credits)**

Elective	Speech/Comp. Elective(s)	3
Elective	Soc. Sci. Elective(s)	3
Elective	Arts/Human. Elective(s)	3
Elective	Elective(s) to reach minimum 61 credits	6

**Minimum Credits Required for the Concentration or Option: 61**

**Operations - available online (62 credits)**

**First Semester (15 credits)**

BMG 111	Business Law I	3
BMG 140	Introduction to Business	3
BMG 207	Business Communication	3
BMG 230	Principles of Management	3
BMG 279	Organizational Management	3

**Second Semester (16 credits)**

BMG 181	Introduction to Supply Chain Management	3
BMG 231 or	Nonprofit Management	
BMG 291	Project Management	3
BMG 205	Creating the Customer Experience	3
BMG 228	Purchasing and Inventory Control	3
BMG 273	Managing Operations	3
BMG 294	Management Topics - Capstone	1

**Third Semester (16 credits)**

Elective	Writing Elective(s)	3
Elective	Math Elective(s)	4
Elective	Nat. Sci. Elective(s)	3
Elective	Elective(s) to reach minimum 62 credits	6

**Fourth Semester (15 credits)**

Elective	Speech/Comp. Elective(s)	3
Elective	Soc. Sci. Elective(s)	3
Elective	Arts/Human. Elective(s)	3
Elective	Elective(s) to reach minimum 62 credits	6

**Minimum Credits Required for the Concentration or Option: 62**

**Sports and Entertainment (61 credits)**

**First Semester (15 credits)**

BMG 163	Introduction to Esports	3
BMG 165	Introduction to Sports and Entertainment Management	3
BMG 207	Business Communication	3
BMG 230	Principles of Management	3
BMG 279	Organizational Management	3

**Second Semester (16 credits)**

BMG 140	Introduction to Business	3
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**Program Information Report**

BMG 166	Sports and Entertainment Communications and Public Relations	3
BMG 168	Facilities and Event Management	3
BMG 169	Sports and Entertainment Marketing	3
BMG 205	Creating the Customer Experience	3
BMG 294	Management Topics - Capstone	1

**Third Semester (15 credits)**

Elective	Writing Elective(s)	3
Elective	Math Elective(s)	3
Elective	Nat. Sci. Elective(s)	3
Elective	Elective(s) to reach minimum 61 credits	6

**Fourth Semester (15 credits)**

Elective	Speech/Comp. Elective(s)	3
Elective	Soc. Sci. Elective(s)	3
Elective	Arts/Human. Elective(s)	3
Elective	Elective(s) to reach minimum 61 credits	6

**Minimum Credits Required for the Concentration or Option: 61**

**Minimum Credits Required for the Program: 61**

**PROGRAM CHANGE FORM**

<b>Program Code:</b> APMNGD	<b>Current Program Name:</b> Management	<b>Effective Term:</b> 2022
<b>Division Code:</b> BCT	<b>Department:</b> Business	

**Directions:**

1. Attach the current program listing from the WCC catalog or website 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.
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4. If changes affect the program assessment plan or if program outcomes are updated, please submit a [Program Assessment Plan Change](#) form. These changes must be approved separately from the program change form and should be submitted at the same time. Current program assessment plans can be found on the [Curriculum and Assessment Program Information page](#).

**Requested Changes:**

<input type="checkbox"/> Remove course(s): _____ <input checked="" type="checkbox"/> Add course(s): <b>_BMG 294 Manage Topics – Capstone to all four concentrations</b> <input type="checkbox"/> Program title (new title is _____) <input type="checkbox"/> Description <input type="checkbox"/> Advisors <input type="checkbox"/> Program admission requirements <input type="checkbox"/> Continuing eligibility requirements  <p><b>Show all changes on the catalog page you attach.</b></p> <p>* Please submit a <a href="#">Program Assessment Plan Change</a> form.</p>	<input type="checkbox"/> Program outcomes (may also result from removing or adding a course)* <input type="checkbox"/> Program assessment plan* <input type="checkbox"/> Accreditation information <input type="checkbox"/> Other _____  <p>Note: A change to the Award Type requires the submission of a new program proposal form and a separate program inactivation form. Contact the Director of Curriculum &amp; Assessment for more information.</p>
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**Rationale for proposed changes:**  
 Program change submitted in 2021 created four concentrations – Operations, HR, Sports & Entertainment Management, and Entrepreneurship & Innovation to be effective Fall 2022. Subsequent assessment of program showed that the current PAP was ineffective and impossible to implement. Therefore, the Capstone course was created to allow a robust assessment of the program in Fall 2025.  
  
 Program Assessment Plan Change has been created and submitted.

**Financial/staffing/equipment/space implications:**  
  
 None

**List departments that have been consulted regarding their use of this program.**  
  
 None

**PROGRAM CHANGE FORM**

**Signatures:**

Reviewer	Print Name	Signature	Date
Initiator	Cheryl S. Byrne, PhD	Csbyrne (electronic)	Jan 5, 2022
Department Chair	Doug Waters	<i>Doug Waters</i>	Feb. 1, 2022
Division Dean/Administrator	Eva Samulski	<i>Eva Samulski</i>	Feb 1, 2022
Curriculum Committee Chair	Randy Van Wagnen	<i>R Van Wagnen</i>	3-1-22
Assessment Committee Chair	Shawn Deron	<i>Shawn Deron</i>	3/09/2022
Vice President for Instruction	Kimberly Hurns	<i>Kimberly Hurns</i>	3/10/22

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

Once reviewed by the appropriate faculty committees we will secure the signature of the VPI and President. \_\_\_\_\_

**Please return completed form to the Office of Curriculum & Assessment, SC 257  
or by e-mail to [curriculum.assessment@wccnet.edu](mailto:curriculum.assessment@wccnet.edu)**

Reviewed by C&A Committees 2/17/22

**PROGRAM CHANGE FORM**

<b>Program Code:</b> APMNGD	<b>Current Program Name:</b> Management	<b>Effective Term:</b> Fall 2022
<b>Division Code:</b> BCT	<b>Department:</b> Business	

**Directions:**

1. Attach the current program listing from the WCC catalog or website 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 CurricUNET, but should be submitted at the same time as the program change form.
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**Requested Changes:**

- |  |  |
|--|--|
| <input type="checkbox"/> Remove course(s): _____             | <input type="checkbox"/> Program outcomes (may also result from removing or adding a course)*                            |
| <input type="checkbox"/> Add course(s): _____                | <input type="checkbox"/> Program assessment plan*  |
| <input type="checkbox"/> Program title (new title is _____)  | <input type="checkbox"/> Accreditation information   |
| <input checked="" type="checkbox"/> Description              | <input checked="" type="checkbox"/> Other: Program will have concentrations to provide more clarity with degree pathway. |
| <input type="checkbox"/> Advisors                            |  |
| <input type="checkbox"/> Program admission requirements      |  |
| <input type="checkbox"/> Continuing eligibility requirements |  |

Note: A change to the Award Type requires the submission of a new program proposal form and a separate program inactivation form. Contact the Director of Curriculum & Assessment for more information.

Show all changes on the catalog page you attach.

\* Please submit a Program Assessment Plan Change form.

**Rationale for proposed changes:**

Current management degree program was written in such a way to allow students the flexibility to select courses that meet their specific needs. It is hard for students to understand/navigate and even more difficult for advisors to assist students by having too many options. Based on advisory board comments and feedback from students and academic advisors it has been determined that the current management degree program be given concentrations that include pathways that are more prescribed and defined to better assist the student with career and educational pursuits.

There will now be one management degree with four separate and distinct concentration pathways. Attached Excel spreadsheet will outline each concentration.

**Financial/staffing/equipment/space implications:**

None

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

Business Department. No other departments involved with the degree.

**Signatures:**

Reviewer	Print Name	Signature	Date
Initiator	Doug Waters	Doug Waters	06/09/2021
Department Chair	Doug Waters	Doug Waters	06/09/2021

**PROGRAM CHANGE FORM**

Division Dean/Administrator	Eva Samulski	<i>Eva Samulski</i>	06/11/2021
<b>Please return completed form to the Office of Curriculum &amp; Assessment, SC 257                  or by e-mail to curriculum.assessment@wccnet.edu</b> Once reviewed by the appropriate faculty committees we will secure the signature of the VPI and President.			
<b>Reviewer</b>	<b>Print Name</b>	<b>Signature</b>	<b>Date</b>
Curriculum Committee Chair	<b>Randy Van Wagnen</b>	<i>RVanWagnen</i>	11/12/2021
Vice President for Instruction	Kimberly Hurns	<i>Kimberly Hurns</i>	12/1/2021
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Reviewed by C&A Committees 9/30/21



## WCC General Education Requirements Effective Fall 2018

Associate degree programs were updated to meet the revised WCC general education requirements below.

### Course Distribution Requirements

Associate degree students must complete courses from each of six General Education content areas. The requirements vary, depending on which degree is being earned. The number of general education credit hours required for each degree is as follows.

	AA	AS	AAS
Writing/Composition	3-4 credits	3-4 credits	3-4 credits
2nd Writing/Composition or Communication	3-4 credits	3 credits	3 credits
Mathematics	3-4 credits	3-4 credits	3-4 credits
Natural Sciences <sup>1</sup>	7-8 credits	7-8 credits	3-4 credits
Social & Behavioral Science <sup>2</sup>	6 credits	6 credits	3 credits
Arts and Humanities <sup>3</sup>	6 credits	6 credits	3 credits
General Education Electives to reach 30 credits	0-2 credits	0-2 credits	N/A
Minimum	30 credits	30 credits	18 credits

<sup>1</sup> Two courses in Natural Science including one with laboratory experience (from two disciplines)

<sup>2</sup> From two disciplines

<sup>3</sup> From two disciplines

## Program Information Report

### Management (APMNGD)

#### Associate in Applied Science Degree

Program Effective Term: Fall 2018

High Demand Occupation High Skill Occupation High Wage Occupation

Program is also available online

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

#### Articulation:

Davenport University, Bachelor degree;  
Eastern Michigan University, BBA 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/curriculum/articulation/levelone/colleges/>.

First Semester		(15 credits)
BMG 230	Management Skills	3
	Math Elective(s)	3
	Writing Elective(s)	3
	Occupational/Technical Course 1*	3
	Restricted Elective: Choose from ACC, BMG, CIS, BOS, WEB	3
Second Semester		(15 credits)
BMG 273	Managing Operations	3
	Nat. Sci. Elective(s)	3
	Speech/Comp. Elective(s) 2	3
	Occupational/Technical Course 2*	3
	Restricted Elective: Choose from ACC, BMG, CIS, BOS, WEB	3
Third Semester		(15 credits)
BMG 279	Performance Management	3
	Arts/Human. Elective(s)	3
	Occupational/Technical Course 3*	3
	Occupational/Technical Course 4*	3
	Restricted Elective: Choose from ACC, BMG, CIS, BOS, WEB	3
Fourth Semester		(15 credits)
BMG 291	Project Management	3
	Soc. Sci. Elective(s)	3
	Occupational/Technical Course 5	3
	Restricted Elective: Choose from ACC, BMG, CIS, BOS, WEB	3
	Elective(s) to reach minimum 60 credits	3

**Minimum Credits Required for the Program:**

**60**

#### Notes:

\*Complete a certificate or degree in any occupational/technical area plus additional related credits to equal a minimum of 15 credit hours.



**WASHTENAW COMMUNITY COLLEGE  
GENERAL EDUCATION REVISION AAS PROGRAM CHANGE FORM 2018-2019**

*Due December 8, 2017*

Program Code: <i>ARMNB15</i>	Program Name: <i>MANAGEMENT AAS</i>
Division Code: <i>BCT</i>	Department: <i>BUSINESS</i>

This form is to be used only for General Education Revision Program Changes for Associate in Applied Science (AAS) programs. Any other program changes should be submitted separately using a standard Program Change Form.

**Directions:**

- Review each general education area under **Requested Changes** below and respond as needed.
- Attach the semester program layout showing the current program listing from the WCC catalog.
  - Indicate any changes to be made on the semester layout.
  - Draw a line through any courses that should be removed on the semester layout.
  - Write in any courses that need to be added on the semester layout.
- Submit this form and semester program layout to the Office of Curriculum and Assessment (SC 257).

Current General Education Requirements AAS		Revised General Education Requirements 2018-2019 AAS	
Writing	3-4 credits	English Composition	3 - 4 credits
Speech	3 credits	2 <sup>nd</sup> Course in English Composition or one course in Communication	3 - 4 credits
Mathematics	3 - 4 credits	Mathematics	3 - 4 credits
Natural Sciences	3 - 4 credits	Natural Sciences	3 - 5 credits
Social & Behavioral Sciences	3 credits	Social & Behavioral Sciences	3 credits
Arts & Humanities	3 credits	Arts & Humanities from	3 credits
Critical Thinking	0 credits	Total	18 credits
Computer & Information Literacy	3 credits		
Total	21-24 credits		

Please review each General Education Area in the chart below, and record the needed changes in the chart and on the attached semester program layout.

REQUESTED CHANGES	
<b>General Education Area</b>	
<b>English Composition</b> – The requirement for one writing/English composition course remains the same. No changes will be made unless specifically requested below. (Use Writing Elective or ENG 111)	
Optional Change:	<i>no change</i>
<b>2<sup>nd</sup> Course in English Composition or one course in Communication</b> WCC previously required both a second composition/writing course and a communication course. Your options are:	
<ol style="list-style-type: none"> <li><input checked="" type="radio"/> Allow students to select any course that meets composition/writing or communication (recommended).</li> <li>Require students to take a specific composition course (identify course below and on semester layout).</li> <li>Require students to take a specific communication course (identify course below and on semester layout).</li> </ol>	
Requested Change:	<i>2<sup>nd</sup> writing &amp; comp elective</i>

LEARN BCT - BUSINESS - DEC 14/17

	<b>Mathematics</b> – The requirement for one mathematics course remains the same. However, the courses that meet the MTA requirement have changed slightly. See the course listing for details
Optional Change:	<i>no change</i>
	<b>Natural Sciences</b> - The requirement for one natural science course remains the same. No changes will be made unless specifically requested below.
Optional Change:	<i>no change</i>
	<b>Social &amp; Behavioral Sciences</b> – The requirement for one social and behavioral science course remains the same. No changes will be made unless specifically requested below.
Optional Change:	<i>no change</i>
	<b>Arts &amp; Humanities</b> – The requirement for one arts and humanities course remains the same. No changes will be made unless specifically requested below. (Note: A department can designate a COM course as a requirement here. The same course cannot be counted in two areas.)
Optional Change:	<i>no change</i>
	<b>Computer and Information Literacy</b> The requirement for computer and information literacy has been removed. Your options are: <ol style="list-style-type: none"> <li>1. Continue to require a specific computer course. If a specific course is required in your program, we will leave it there. If you previously used "Computer and Information Literacy Course," you will need to specify either a specific course or a list of courses from which to choose.</li> <li>2. Remove the computer and information literacy course if the program will still meet the minimum of 60 credit hours.</li> <li>3. Remove the computer and information literacy course and replace the course with elective or other credits as needed to meet the minimum of 60 credit hours.</li> </ol>
Required Change:	

Reviewer	Print Name	Signature	Date
Initiator	<i>BOLETTE M. Young</i>	<i>[Signature]</i>	<i>12/14/2017</i>
Department Chair	<i>[Signature]</i>	<i>[Signature]</i>	<i>12/14/17</i>
Division Dean/ Administrator	<i>Eva Samulski</i>	<i>[Signature]</i>	<i>12-18-17</i>
Vice President for Instruction		<i>[Signature]</i>	<i>1/9/18</i>

**Office use only**

Entered in:  Banner  C&A Database  Log File  
*1/24/18* *1/24/18*

PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code: ~~APMGTM~~ **APMNGD** Program Name: Management

Effective Term: Fall 2012

Division Code: BCT Department: Business

**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
X <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	Colette Young/Kim Hurns		2/9/12
Department Chair	Colette Young		2/9/12
Division Dean/Administrator	Rosemary Wilson		2/13/12
Vice President for Instruction	Steve ...		2-5-12
President			

Do not write in shaded area. Entered in: Banner \_\_\_\_\_ C&A Database 4/20 Log File 4/24/12 Board Approval \_\_\_\_\_

Please submit completed form to the Office of Curriculum and Assessment and email an electronic copy to [sjohn@wccnet.edu](mailto:sjohn@wccnet.edu) for posting on the website.

*jh* logged 2/14/12 sjv  
 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**

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

Program Information Report

**Management (APMNGD)**

**Associate in Applied Science Degree**

**Program Effective Term: Fall 2012**

Some employers require or prefer employees to have an associate degree as a condition for employment or for advancement. Students 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.

**Articulation:**

Davenport University, Bachelor degree;  
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>

	Writing Elective(s)	3-4
	Arts/Human. Elective(s)	3
	Computer Lit. Elective(s)	3
	Speech Elective(s)	3

	Math Elective(s)	3-4
	Nat. Sci. Elective(s)	3-4
Elective	Occupational/Technical Course 1	3
Elective	Occupational/Technical Course 2	3

Elective	Occupational/Technical Course 3	3
Elective	Occupational/Technical Course 4	3
Elective	Occupational/Technical Course 5	3
Elective	Restricted ACC, BMG, CIS, INP and/or RES elective	3

BMG 230	Management Skills	3
BMG 273	Managing Operations	3
Elective	Restricted ACC, BMG, CIS, INP and/or RES elective	3
	Soc. Sci. Elective(s)	3

BMG 279	Performance Management	3
BMG 291	Project Management	3
Elective	Restricted ACC, BMG, CIS, INP and/or RES elective	3
Elective	Restricted ACC, BMG, CIS, INP and/or RES elective	3

**Minimum Credits Required for the Concentration or Option:**

**Minimum Credits Required for the Program: 60**

**Management Supervision (APMGTM)**

**Associate in Applied Science Degree**

**General Education Requirements**

Writing	Elective(s)
Speech.	Elective(s)
Math	Elective(s)
Nat. Sci.	Elective(s)
Soc. Sci.	Elective(s)
Arts/Human.	Elective(s)
Computer Lit.	Elective(s)

**(21 credits)**

3-4
3
3-4
3-4
3
3
3

**Major/Area Requirements**

**(39 credits)**

Complete a certificate or degree in any occupational/technical area plus additional related credits to equal a minimum of 15 credit hours.

15

Complete the Management Supervision Advanced Certificate.

BMG 230	Management Skills	3
BMG 273	Managing Operations	3
BMG 279	Performance Management	3
BMG 291	Project Management	3
Elective	Complete an additional 6 credit hours of business courses in the BMG or RES discipline.	6
Elective	Complete an additional 6 credit hours in the disciplines of ACC, BMG, CIS, INP and/or RES.	6

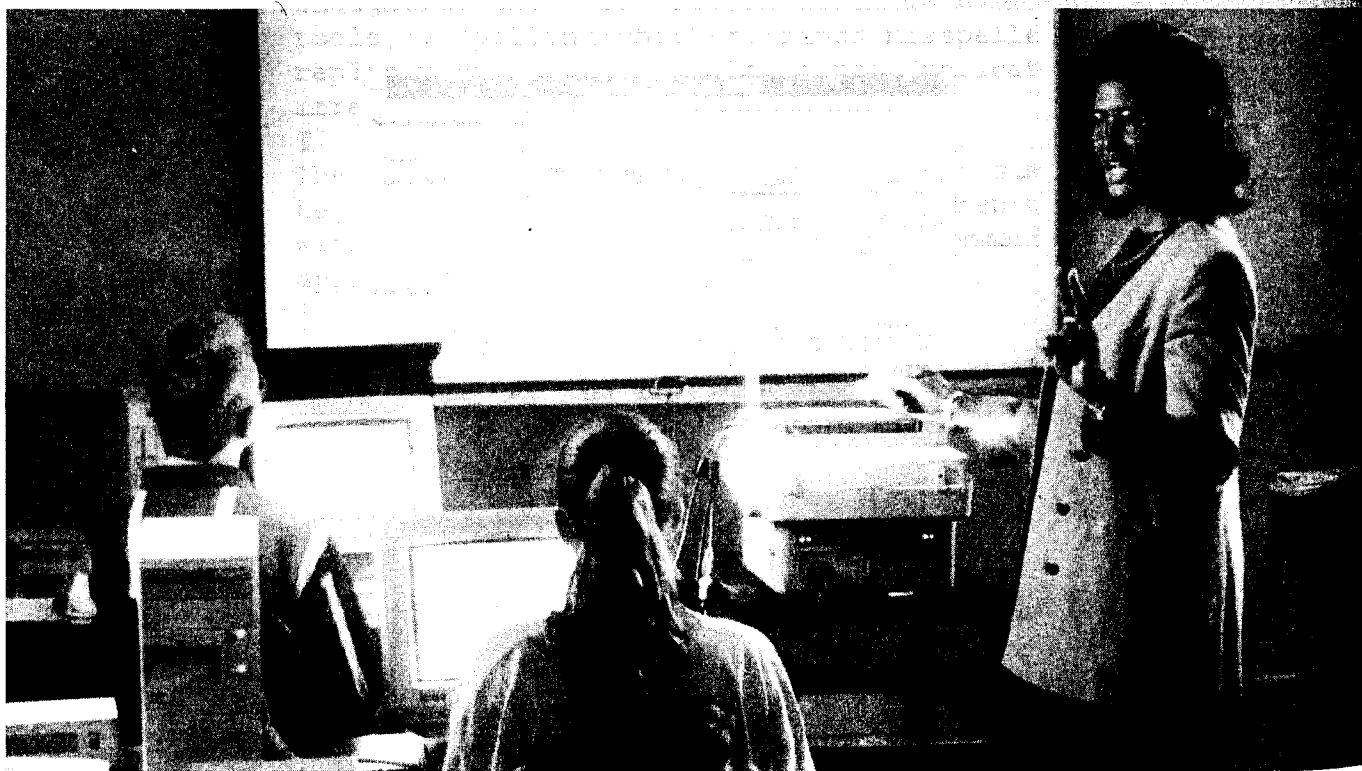
**Minimum Credits Required for the Program:**

**60**

**Management Supervision (APMGTM)**

Some employers require or prefer employees have an associate degree as a condition for employment or for advancement. Students 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.

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



**PROGRAM CHANGE OR DISCONTINUATION FORM**

**Program Code**  
APMGTM

**Program Name:** Management Supervision Assoc. in Applied Science

**Effective Term:** W-2009

**Division Code:** BCT

**Department:** Business

**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 type="checkbox"/> Description                     | <input type="checkbox"/> Discontinuation (attach program discontinuation plan that includes transition of students and timetable for phasing out courses) |
| <input type="checkbox"/> Type of award                   | <input checked="" type="checkbox"/> Other <u>ELECTIVE REQUIREMENTS</u>  |
| <input type="checkbox"/> Advisors                        | <u>CHANGE TO BMG / RES</u>  |
| <input type="checkbox"/> Articulation information        |   |
- Show all changes on the attached page from the catalog.

**Rationale for proposed changes or discontinuation:**

Real Estate (RES) courses are in the Business Department and can satisfy the BMG elective requirements.

**Financial/staffing/equipment/space implications:**

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

**Signatures:**

Reviewer	Print Name	Signature	Date
Initiator	Colette M. Young		1/22/2009
Department Chair	Colette M. Young		1/22/2009
Division Dean/Administrator	Rosemary Wilson		1/26/09
Vice President for Instruction	Meagan M. Paloy		2/24/09
President			

Do not write in shaded area. Entered in: Banner \_\_\_\_\_ C&A Database 2/25/09 Log File 1/27/09 Board Approval \_\_\_\_\_

Please submit completed form to the Office of Curriculum and Assessment and email an electronic copy to [sjohn@wccnet.edu](mailto:sjohn@wccnet.edu) for posting on the website.

## Management Supervision (APMGTM)

## Associate in Applied Science Degree

### General Education Requirements

Writing	Elective(s)	3-4
Speech	Elective(s)	3
Math	Elective(s)	3-4
Nat. Sci.	Elective(s)	3-4
Soc. Sci.	Elective(s)	3
Arts/Human.	Elective(s)	3

### Major/Area Requirements

(42 credits)

	Complete a certificate or degree in any occupational/technical area plus additional related credits to equal a minimum of 15 credit hours.	15
	Complete the Management Supervision Advanced Certificate.	
BMG 230	Management Skills	3
BMG 273	Managing Operations	3
BMG 279	Performance Management	3
BMG 291	Project Management	3
Elective	Complete an additional 9 credit hours of business courses in the BMG discipline. <i>RES DISCIPLINE</i>	9
Elective	Complete an additional 6 credit hours in the disciplines of ACC, BMG, CIS, and/or INP. <i>RES</i>	6

### Minimum Credits Required for the Program:

60

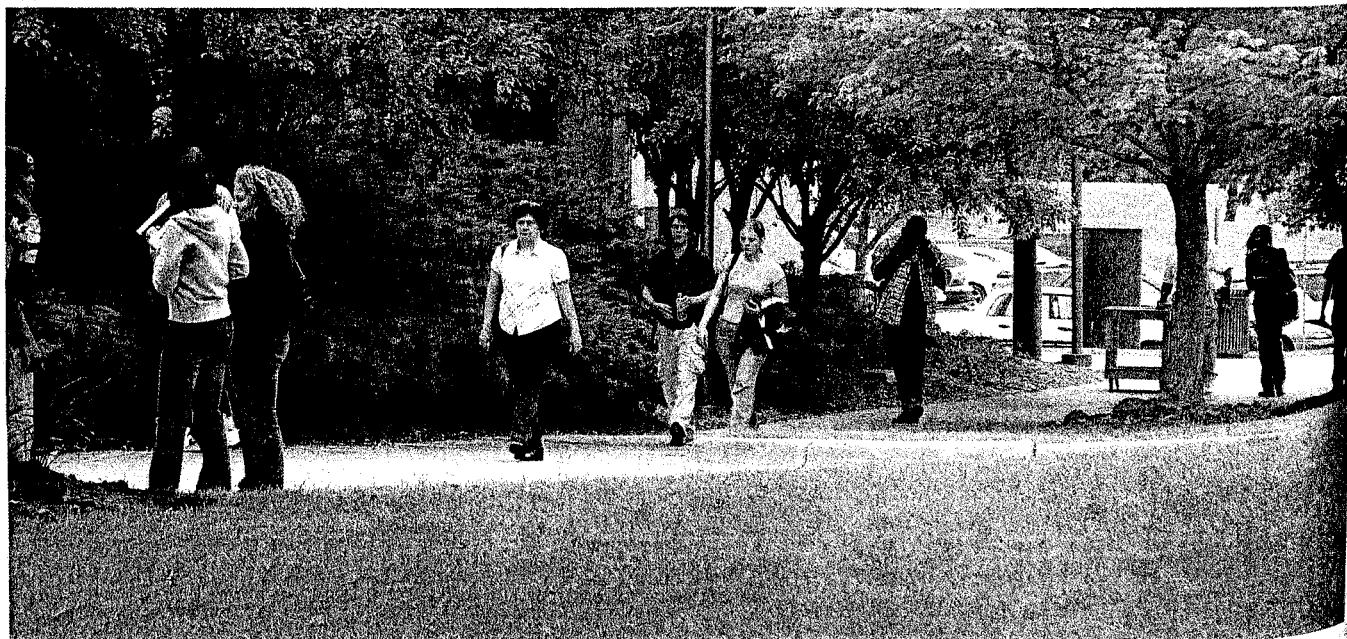
#### Notes:

Students must meet the Computer and Information Literacy Graduation Requirement. See General Education Graduation Requirements in the WCC Bulletin.

### Management Supervision (APMGTM)

Some employers require or prefer employees to have an associate degree as a condition for employment or for advancement. Students 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.

**Articulation:** Davenport University, Bachelor degree, 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 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 Supervision (APMGTM)**

**Associate in Applied Science Degree**

**Program Effective Term: Fall 2009**

Some employers require or prefer employees to have an associate degree as a condition for employment or for advancement. Students 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.

**Articulation:**

Davenport University, Bachelor degree;  
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>.

General Education Requirements		(18 credits)
Writing	Elective(s)	3-4
Speech	Elective(s)	3
Math	Elective(s)	3-4
Nat. Sci.	Elective(s)	3-4
Soc. Sci.	Elective(s)	3
Arts/Human.	Elective(s)	3

Major/Area Requirements		(15 credits)
Complete a certificate or degree in any occupational/technical area plus additional related credits to equal a minimum of 15 credit hours.		15
Complete the Management Supervision Advanced Certificate.		
BMG 230	Management Skills	3
BMG 273	Managing Operations	3
BMG 279	Performance Management	3
BMG 291	Project Management	3
Elective	Complete an additional 9 credit hours of business courses in the BMG or RES discipline.	9
Elective	Complete an additional 6 credit hours in the disciplines of ACC, BMG, CIS, INP and/or RES.	6

**Minimum Credits Required for the Program:**

**60**

**Notes:**

Students must meet the Computer and Information Literacy Graduation Requirement. See General Education Graduation Requirements in the WCC Bulletin.

**Management Supervision (APMGTM)  
Associate in Applied Science Degree**

**Program Effective Term: Fall 2004**

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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.

**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.

<b>General Education Requirements</b>		<b>(18 credits)</b>
Writing	Elective(s)	3-4
Speech	Elective(s)	3
Math	Elective(s)	3-4
Nat. Sci.	Elective(s)	3-4
Soc. Sci.	Elective(s)	3
Arts/Human.	Elective(s)	3

<b>Major/Area Requirements</b>		<b>(42 credits)</b>
	Complete a certificate or degree in any occupational/technical area plus additional related credits to equal a minimum of 15 credit hours	15
	Complete the Management Supervision Advanced Certificate (12 credits).	
BMG 230	Introduction to Supervision	3
BMG 273	Managing Operations	3
BMG 279	Performance Management	3
BMG 291	Project Management	3
	Complete an additional 9 credit hours of business courses (BMG)	9
	Complete an additional 6 credit hours in the disciplines of ACC, BMG, CIS, and/or INP	6

**Minimum Credits Required for the Program: 60**

**Management Supervision (APMGTM)  
Associate in Applied Science Degree**

**Program Effective Term: Fall 2001**

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

**Business Division**

**Business Department**

**Advisors:** Colette Young

**Requirements**

- |  |       |
|--|-------|
| 1. Complete a certificate or degree in any occupational/technical area plus additional related credits to equal a minimum of 15 credit hours | 15    |
| 2. Complete the Management Supervision Advanced Certificate (MGTA).  | 12    |
| 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 INP   | 6     |
| 5. Complete the General Education Requirements for the AAS Degree  | 18-21 |

**Minimum Credits Required for the Program: 60**

**Washtenaw Community College EEO / Title IX / Section 504 Statement**

Washtenaw Community College does not discriminate on the basis of race, sex, color, religion, national origin, age, disability, height, weight, marital status, or veteran status in provision of its educational programs and services or in employment opportunities and benefits. WCC is committed to compliance in all of its activities and services with the requirements of Title IX of the Educational Amendments of 1972, Public Act 453, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964 as amended, Public Act 220, and the Americans with Disabilities Act of 1990.

Inquiries concerning programs and services under Title IX and Section 504, and the Americans with Disabilities Act should be directed to the Office of the Dean of Student Services; Room 225A, Student Center Building, 734- 973-3536. Inquiries regarding compliance in employment should be directed to the College Affirmative Action Officer in the Office of Human Resource Management, Room 120, Business Education Building, 934- 973-3497. Inquiries concerning access to facilities should be directed to the Director of Plant Operations, Plant Operations Building, 734- 677-5300.

**Washtenaw Community College  
Program Change Request Form**

MGTS  
Program Code: **FLMD** Program Title: **First-Line Management** *Management Department* Effective Year: Fall 2000

**1. Course Related Program Changes:**

Course	Course Title	Elective Group (if applicable)	Credit	Sem	Change(s)
*	College Bulletin, Page 64, Attached				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: _____)
**	Detail Sheet Attached				Remove <input type="checkbox"/> Add <input checked="" type="checkbox"/> Change Title <input type="checkbox"/> <input checked="" type="checkbox"/> Change Credit (was: 62) <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: 62 After Proposed Changes: 60-61

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

(Description) This program meets the needs of the student who is not planning to transfer to a four-year institution and wants to complete a two-year degree in Business Management. The learner earns this degree by combining the Advanced Certificate in First Line Management with a Certificate in a business occupational specialty, general education courses, and business related courses that meet the Associate in Applied Science Degree requirements.

(Admission Criteria) Advanced Certificate in First Line Management

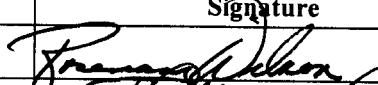

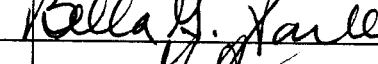

(Advisors) Colette Young and Michael O'Rear

**4. Rationale for Proposed Changes:** Provide students with a clearer program focus and identification of target audience.

**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		4/19/02
Department Chair:	Granville Lee		4/19/00
Division Dean:	Bella G. Parker		4/23/02
VP, Instruction/Student Services:	Guy Altieri		4/29/00

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 \_\_\_\_\_ Catalog: 5/18/00

Curriculum and Articulation Services:

Curriculum Development\Forms\Programs\Program Change Form 12/2/98

Copies: Initiator, Department Chair, Dean, Curriculum File

Document Code: Form - Program Change - FLMD

New Listing to: Counseling; Admissions

# First Line Management (FLMD)

## Associate in Applied Science Degree

This program prepares you for management and supervision job opportunities by adding management skills to your technical or occupational certificate. You earn this degree by combining the First-Line Management Mastery Certificate with courses that meet the core curriculum and fifteen credit hours from a technical or occupational area.

**Advisor: Cheryl Gracie**

**Program Admission Requirements: None**

Course Number	Course Title	Credit Hours
<b>General Courses</b>		
		<b>19 (15 Credits)</b>
ENG 111	Composition I	4
Elective	CIS 100 or 110	3
Elective	SCI 100 or BIO 101 or 102	1
Elective	Humanities Restricted Elective:	1
	Choose a course from the list of humanities courses in the College catalog that meet core elements 13 & 14 (see p. 60).	
Elective	MTH 163 or higher	3
Elective	PLS 112 or PLS 150	3
<i>DMG Electives</i>		
<b>Program Courses</b>		<b>(26 Credits)</b>
BMG 106	Legal Basics in Business	3
BMG 200	Human Relations in Business	3
BMG 207	Business Communication	3
✓ BMG 230	First Line Management	3
BMG 272	Problem Solving	2
✓ BMG 273	Understanding the Organization: Systems	3
✓ BMG 279	Performance Management	3
BMG 287	Managerial Leadership	3
BMG 291 <sup>1</sup>	First Line Leadership Capstone	3
<b>Program Related Courses</b>		<b>15 (21 Credits)</b>
ACC 220 <sup>2</sup>	Financial Planning, Budget, and Control	3
ACC 230 <sup>3</sup>	Financial Statement Analysis for Non-Accountants	3
Elective	15 credits from any occupational/technical certificate	15
<b>Minimum Credits Required:</b>		<b>62</b>

<sup>1</sup>Complete 24 credits of program requirements before taking BMG 291.

<sup>2</sup>BMG 273 must be taken before ACC 220.

<sup>3</sup>ACC 220 must be taken before ACC 230.

**Program: First Line Management (FLMD)**

**Division:** BUS **Department:** BUSD

Occupational Specialty	Credits
Total Credit Hours Elective	<i>pre-reg.</i> minimum of 15-24

Program Related Course	Credits
Certificate First Line Management:	12
• BMG 230 (3)	
• BMG 273 (3)	
• BMG 279 (3)	
• ACC 220 (3) -- <i>pre-reg. MTH 163</i>	
BMG Elective Courses	9
Program Electives: (BMG, ACC, CIS, or INP)	0-5
<b>Total Credit Hours</b>	<del>11</del> -26

General Education Requirements	Credits
<b>Total Credit Hours</b>	19

**Total Credits in Program:** ~~60~~ *55-69*

21 24  
 19 19  
 55 - 69

# Washtenaw Community College Program Change Request Form

Program Code: \_\_\_\_\_

Program Title: **Management Supervision (APMGTM)**

Effective Year: **W 2001**

**1. Course Related Program Changes:**

Course	Course Title	Elective Group (if applicable)	Credit	Sem	Change(s)
					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: _____)
					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: \_\_\_\_\_ After Proposed Changes: \_\_\_\_\_

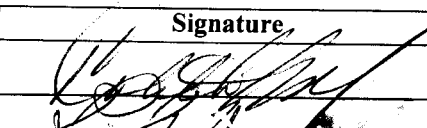
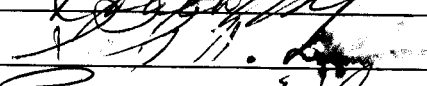
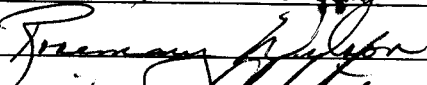

**Non-Course Related Program Changes:** (description, advisors, admission criteria, title, etc.)  
 Requirement - Complete a certificate or degree in any speciality area, plus elective credits ..... 15  
*to equal minimum of 15 credit hours.*

**4. Rationale for Proposed Changes:** Clarify program intent.

**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:	Colette Young		9/26/00
Department Chair:	Granville Lee		9/26/00
Division Dean:	Rosemary Wilson		9/26/00
VP, Instruction/Student Services:	Guy Altieri		10/3

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.

## 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 AAS in Management Supervision, by completing the requirements listed below.

### Business Department

Advisor: Colette Young

Requirement	Credit Hours
Complete a certificate or degree in any specialty area with a minimum of 15 credit hours.....	15
Complete the Management Supervision Advanced Certificate (MGTA) .....	12
Electives* Complete an additional 9 credit hours of business courses (BMG).....	9
Electives* Complete an additional 6 credit hours in the disciplines of ACC, BMG, CIS, and/or INP .....	6
Electives Complete the General Education Requirements for the AAS.....	18-21

**Credits Required for the Program: .....60-63**

\* See your advisor to select appropriate electives.

## Small Business and Entrepreneurship (CTSBEA)

### Certificate



This program provides you with concepts, theory and practice in starting and operating a small business enterprise. In addition, the program also provides a feeling for "intrapreneurship" - your opportunities within the corporate structure. Through the use of the Internet, telephone, face-to-face conversation, text materials, commercial software, and a business venture simulation you make many of the decisions and must demonstrate many of the skills involved in starting and operating a small business. You are also introduced to and encouraged to use the resources of the Michigan Small Business Development Center (SBDC) at Washtenaw Community College.

### Business Department

Advisor: Granville Lee

**Program Admission Requirements: None**

Note: Basic computer and Internet usage skills are needed.

Course Number	Course Title	Credit Hours
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### Major/Area Requirements

BMG 109	Intro to Home-Based Small Business Mgmt .....	3
BMG 209	Writing the Business Plan .....	3
BMG 292	Operating a Small Business: An Experience .....	3

**Credits Required for the Program: .....9**





Program Approval Document

**Associate In Applied Science  
In  
FIRST LINE MANAGEMENT**

*Prepared by*

Rosemary Wilson  
Business Department  
Washtenaw Community College

April 15, 1999

## COURSE REQUIREMENTS FOR PROGRAM

Course	Title	Credit	Pre-requisites/Co-requisites
<b>Semester 1:</b>			
BMG 207	Business Communications	3	None
<i>Change</i> BMG 230	First Line Management	3	None
BMG 272	Problem Solving & Decision Making	3	None
BMG 273	Understanding the Organization: A Systems Perspective	3	MTH 163 (or higher) or consent of instructor
		<u>12</u>	
<b>Semester 2:</b>			
<i>NEW</i> BMG 106	Legal Basics <sup>in</sup> for Business	3	None
BMG 200	Human Relations in Business	3	None
<i>NEW</i> BMG 276-279	Performance Management	3	None
<i>NEW</i> ACC 2201	Financial Planning, Reporting, & Control	3	BMG 273 Understanding the Organization
		<u>12</u>	
<b>Semester 3:</b>			
<i>NEW</i> BMG 286-281	Managerial Leadership*	3	None
<i>NEW</i> BMG 286-291B	First Line Management Capstone Course	2	Completion of 24 credits of program requirements or consent of instructor
<i>NEW</i> ACC 2302	Financial Statement Analysis for Non-Accountants	<del>1</del>	ACC 220
ENG 100 <del>or #1</del>		<del>3</del>	
higher or COM 101 or 102		3-4	
<b>Minimum Credits Required:</b>		<del>28</del> 33-34	

*Degree add core:*

- CIS 100 or 110 3-4
- SCI 100 or BIO 101 or 102 1-4
- HUM elective (select from list that 1-3
- meet core elements 13 & 14*)
- MTH 163 or higher 3-4
- PLS elective - *choose any Physical Science* 3
- combine* —
- 11-18

*X1 = add <sup>9-16</sup> ( ) credits to = 60 in Occupational cert.*

*21 courses.*

33	60
11	- 44
44	16

**WASHTENAW COMMUNITY COLLEGE  
PROGRAM AUTHORIZATION FORM**

FLMC

1. Program Title: First Line Management Program Code: FLMD
2. Division: BUS 3. Department: BMG CIP Code: \_\_\_\_\_
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: 1999

**7. Program Description (for Catalog, brochures, etc.):**

The Associate Degree program in First Line Leadership prepares students with technical or occupational specialty backgrounds to advance into first-line management. Students develop the interpersonal and conceptual skills that build upon their technical backgrounds to prepare them to move into positions as supervisors, team leaders, and first-line managers. This program is not intended for transfer.

8. Advisors: Cheryl Gracie, Colette Young, Rosemary Wilson

9. Admissions Criteria:	10. Criteria for Continuing Program Eligibility:
<del>Completion of a Certificate or Degree in an occupational specialty OR three years of work experience in an occupational field</del>	<i>has to be included in the program.</i>

**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>Rosemary Wilson</u>	<i>Rosemary Wilson</i>	<u>4/15/99</u>
Department Chair/Director:	<u>Cheryl Gracie</u>	<i>Cheryl Gracie</i>	<u>4/15/99</u>
Dean:	<u>Bella H. Parker</u>	<i>Bella H. Parker</i>	<u>4/15/99</u>
VP, Instruction/Student Services:	_____	<i>Woy Allison</i>	_____
President:	_____	<i>Jerry Whitcomb</i>	<u>5/13/99</u>
Date of Board Approval:	<u>May 11, 1999</u>		

Available on disk