BUSINESS OFFICE ADMINISTRATION (AAS)

Catalog Effective Term: Fall 2024
Program Code: APBOAD
Credential: Associate in Applied Science
High Demand Occupation, High Skill Occupation, High Wage Occupation

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, 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/learn/transfer-wcc-credits/articulation-agreements.php.

Complete one of the following concentrations:

- Administrative Assistant
- Law Office Administration
- Medical Administrative Assistant
- Office Management

The Law Office Administration (LAWA) concentration should not be regarded as a paralegal certification program and is intended solely for those students considering transferring into the undergraduate Bachelor of Science in Paralegal Studies at Eastern Michigan University. Interested students should consult the EMU-WCC articulation guide for information on course and program transferability.

Full-Time Students

Administrative Assistant Concentration (ADMA) - available online

Minimum Credits Required for the Concentration or Option: 61

Course	Title	Credits
First Semester		
ACC 111	Principles of Financial Accounting	3
BOS 101C	Advanced Keyboarding	1
BOS 106	Electronic Planning, Sharing and Organization	3
BOS 157	Word Processing and Document Formatting I	3
BOS 184	Spreadsheet Software Applications I	3
Math Elective(s) (https://coursecatalog.wccnet.edu/academics/general-education/#math)		3
	Credits	**16**
Second Semester		
BOS 182 　or BOS 284	Database Software Applications 　or Spreadsheet Software Applications II	3

Course	Title	Credits
BOS 206	Personal Management Application and Internet Resources	2
BOS 207	Presentation Software Applications	2
BOS 257	Word Processing and Document Formatting II	3
ENG 111	Composition I	4
	Credits	**14**
Third Semester		
ACC 131	QuickBooks Software	3
BMG 155	Business on the Internet	3
Speech/Comp. Elective(s) (https://coursecatalog.wccnet.edu/academics/general-education/#writing)		3
Nat. Sci. Elective(s) (https://coursecatalog.wccnet.edu/academics/general-education/#naturalsci)		3
Arts/Human. Elective(s) (https://coursecatalog.wccnet.edu/academics/general-education/#arthuma)		3
	Credits	**15**
Fourth Semester		
BMG 207	Business Communication	3
BOS 208	Desktop Publishing for the Office	3
BOS 230	Electronic Forms Design	3
BOS 250	Office Administration	4
Soc. Sci. Elective(s) (https://coursecatalog.wccnet.edu/academics/general-education/#socbehavsci)		3
	Credits	**16**
	Total Credits	**61**

Law Office Administration Concentration (LAWA) - available online

Minimum Credits Required for the Concentration or Option: 60

Course	Title	Credits
First Semester		
BOS 101C	Advanced Keyboarding	1
BOS 106	Electronic Planning, Sharing and Organization	3
CJT 130	Introduction to Paralegal Studies	3
ENG 111	Composition I	4
Math Elective(s) (https://coursecatalog.wccnet.edu/academics/general-education/#math)		3
Open Elective(s) to reach a minimum of 60 total credits.		1
	Credits	**15**
Second Semester		
ACC 111	Principles of Financial Accounting	3
BOS 157	Word Processing and Document Formatting I	3
BOS 184	Spreadsheet Software Applications I	3
Speech/Comp. Elective(s) (https://coursecatalog.wccnet.edu/academics/general-education/#writing)		3
Arts/Human. Elective(s) (https://coursecatalog.wccnet.edu/academics/general-education/#arthuma)		3
	Credits	**15**
Third Semester		
BMG 111	Business Law I	3

Course	Title	Credits
BMG 155	Business on the Internet	3
BMG 207	Business Communication	3
CJT 156	Everyday Law	4
Soc. Sci. Elective(s) (https://coursecatalog.wccnet.edu/academics/general-education/#socbehavsci)		3
	Credits	**16**
Fourth Semester		
BOS 206	Personal Management Application and Internet Resources	2
BOS 207	Presentation Software Applications	2
BOS 250	Office Administration	4
Nat. Sci. Elective(s) (https://coursecatalog.wccnet.edu/academics/general-education/#naturalsci)		3
Select one of the following:		3
BOS 182	Database Software Applications	
BOS 257	Word Processing and Document Formatting II	
BOS 284	Spreadsheet Software Applications II	
	Credits	**14**
	Total Credits	**60**

Medical Administrative Assistant Concentration (MEDA)

Minimum Credits Required for the Concentration or Option: 60

Course	Title	Credits
First Semester		
BOS 101C	Advanced Keyboarding	1
BOS 157	Word Processing and Document Formatting I	3
HSC 124	Medical Terminology	3
HSC 131	CPR/AED and First Aid	1
ENG 111	Composition I	4
Math Elective(s) (https://coursecatalog.wccnet.edu/academics/general-education/#math)		3
	Credits	**15**
Second Semester		
BIO 109 or BIO 111	Essentials of Human Anatomy and Physiology or Anatomy and Physiology - Normal Structure and Function	4-5
BOS 184	Spreadsheet Software Applications I	3
BOS 206	Personal Management Application and Internet Resources	2
BOS 257	Word Processing and Document Formatting II	3
Soc. Sci. Elective(s) (https://coursecatalog.wccnet.edu/academics/general-education/#socbehavsci)		3
	Credits	**15**
Third Semester		
BMG 155	Business on the Internet	3
BMG 207	Business Communication	3
BOS 106	Electronic Planning, Sharing and Organization	3
MBC 223	Medical Office Procedures	3
Arts/Human. Elective(s) (https://coursecatalog.wccnet.edu/academics/general-education/#arthuma)		3
	Credits	**15**
Fourth Semester		
BOS 182 or BOS 284	Database Software Applications or Spreadsheet Software Applications II	3
BOS 207	Presentation Software Applications	2
MBC 224	Medical Insurance and Reimbursement	4
PHL 244	Ethical and Legal Issues in Health Care	3
Speech/Comp. Elective(s) (https://coursecatalog.wccnet.edu/academics/general-education/#writing)		3
	Credits	**15**
	Total Credits	**60**

Office Management Concentration (OFMG) - available online

Minimum Credits Required for the Concentration or Option: 60

Course	Title	Credits
First Semester		
BOS 101C	Advanced Keyboarding	1
BOS 106	Electronic Planning, Sharing and Organization	3
BOS 157	Word Processing and Document Formatting I	3
ENG 111	Composition I	4
Math Elective(s) (https://coursecatalog.wccnet.edu/academics/general-education/#math)		3
	Credits	**14**
Second Semester		
BMG 230	Principles of Management	3
BMG 240	Human Resources Management	3
BOS 206	Personal Management Application and Internet Resources	2
BOS 207	Presentation Software Applications	2
BOS 257	Word Processing and Document Formatting II	3
Speech/Comp. Elective(s) (https://coursecatalog.wccnet.edu/academics/general-education/#writing)		3
	Credits	**16**
Third Semester		
ACC 110	Payroll Accounting	2
BMG 279	Organizational Management	3
BOS 182	Database Software Applications	3
BOS 184	Spreadsheet Software Applications I	3
Arts/Human. Elective(s) (https://coursecatalog.wccnet.edu/academics/general-education/#arthuma)		3
	Credits	**14**
Fourth Semester		
BMG 155	Business on the Internet	3
BMG 207	Business Communication	3
BOS 250	Office Administration	4
Nat. Sci. Elective(s) (https://coursecatalog.wccnet.edu/academics/general-education/#naturalsci)		3

Course	Title	Credits
Soc. Sci. Elective(s) (https://coursecatalog.wccnet.edu/academics/general-education/#socbehavsci)		3
	Credits	**16**
	Total Credits	**60**

Part-Time Students

Administrative Assistant Concentration (ADMA) - available online

Minimum Credits Required for the Concentration or Option: 61

Course	Title	Credits
First Semester		
Math Elective(s) (https://coursecatalog.wccnet.edu/academics/general-education/#math)		3
BOS 106	Electronic Planning, Sharing and Organization	3
	Credits	**6**
Second Semester		
BOS 101C	Advanced Keyboarding	1
BOS 184	Spreadsheet Software Applications I	3
BOS 208	Desktop Publishing for the Office	3
	Credits	**7**
Third Semester		
Arts/Human. Elective(s) (https://coursecatalog.wccnet.edu/academics/general-education/#arthuma)		3
ENG 111	Composition I	4
	Credits	**7**
Fourth Semester		
Nat. Sci. Elective(s) (https://coursecatalog.wccnet.edu/academics/general-education/#naturalsci)		3
BOS 157	Word Processing and Document Formatting I	3
	Credits	**6**
Fifth Semester		
BOS 206	Personal Management Application and Internet Resources	2
BOS 207	Presentation Software Applications	2
BOS 257	Word Processing and Document Formatting II	3
	Credits	**7**
Sixth Semester		
ACC 111	Principles of Financial Accounting	3
BMG 207	Business Communication	3
	Credits	**6**
Seventh Semester		
ACC 131	QuickBooks Software	3
BOS 182 or BOS 284	Database Software Applications or Spreadsheet Software Applications II	3
	Credits	**6**
Eighth Semester		
Speech/Comp. Elective(s) (https://coursecatalog.wccnet.edu/academics/general-education/#writing)		3
BOS 230	Electronic Forms Design	3

Course	Title	Credits
BOS 250	Office Administration	4
	Credits	**10**
Ninth Semester		
Soc. Sci. Elective(s) (https://coursecatalog.wccnet.edu/academics/general-education/#socbehavsci)		3
BMG 155	Business on the Internet	3
	Credits	**6**
	Total Credits	**61**

Law Office Administration Concentration (LAWA) - available online

Minimum Credits Required for the Concentration or Option: 60

Course	Title	Credits
First Semester		
BOS 106	Electronic Planning, Sharing and Organization	3
CJT 130	Introduction to Paralegal Studies	3
	Credits	**6**
Second Semester		
Math Elective(s) (https://coursecatalog.wccnet.edu/academics/general-education/#math)		3
BOS 101C	Advanced Keyboarding	1
BOS 184	Spreadsheet Software Applications I	3
	Credits	**7**
Third Semester		
BOS 157	Word Processing and Document Formatting I	3
ENG 111	Composition I	4
	Credits	**7**
Fourth Semester		
ACC 111	Principles of Financial Accounting	3
Select one of the following:		3
BOS 182	Database Software Applications	
BOS 257	Word Processing and Document Formatting II	
BOS 284	Spreadsheet Software Applications II	
	Credits	**6**
Fifth Semester		
BOS 250	Office Administration	4
BOS 207	Presentation Software Applications	2
	Credits	**6**
Sixth Semester		
BMG 111	Business Law I	3
Arts/Human. Elective(s) (https://coursecatalog.wccnet.edu/academics/general-education/#arthuma)		3
	Credits	**6**
Seventh Semester		
Speech/Comp. Elective(s) (https://coursecatalog.wccnet.edu/academics/general-education/#writing)		3
Nat. Sci. Elective(s) (https://coursecatalog.wccnet.edu/academics/general-education/#naturalsci)		3
	Credits	**6**

Eighth Semester

Course	Title	Credits
BOS 206	Personal Management Application and Internet Resources	2
CJT 156	Everyday Law	4
Open Elective(s) to reach a minimum of 60 total credits.		1
	Credits	**7**

Ninth Semester

Course	Title	Credits
Soc. Sci. Elective(s) (https://coursecatalog.wccnet.edu/academics/general-education/#socbehavsci)		3
BMG 155	Business on the Internet	3
BMG 207	Business Communication	3
	Credits	**9**
	Total Credits	**60**

Medical Administrative Assistant Concentration (MEDA)

Minimum Credits Required for the Concentration or Option: 60

Course	Title	Credits
First Semester		
HSC 124	Medical Terminology	3
BOS 106	Electronic Planning, Sharing and Organization	3
	Credits	**6**
Second Semester		
BOS 101C	Advanced Keyboarding	1
BOS 206	Personal Management Application and Internet Resources	2
ENG 111	Composition I	4
	Credits	**7**
Third Semester		
BOS 157	Word Processing and Document Formatting I	3
Soc. Sci. Elective(s) (https://coursecatalog.wccnet.edu/academics/general-education/#socbehavsci)		3
	Credits	**6**
Fourth Semester		
BIO 109 or BIO 111	Essentials of Human Anatomy and Physiology or Anatomy and Physiology - Normal Structure and Function	4-5
Arts/Human. Elective(s) (https://coursecatalog.wccnet.edu/academics/general-education/#arthuma)		3
	Credits	**7**
Fifth Semester		
BOS 257	Word Processing and Document Formatting II	3
BOS 184	Spreadsheet Software Applications I	3
BOS 207	Presentation Software Applications	2
	Credits	**8**
Sixth Semester		
Speech/Comp. Elective(s) (https://coursecatalog.wccnet.edu/academics/general-education/#writing)		3
BMG 155	Business on the Internet	3
	Credits	**6**

Seventh Semester

Course	Title	Credits
HSC 131	CPR/AED and First Aid	1
PHL 244	Ethical and Legal Issues in Health Care	3
MBC 223	Medical Office Procedures	3
	Credits	**7**

Eighth Semester

Course	Title	Credits
BOS 182 or BOS 284	Database Software Applications or Spreadsheet Software Applications II	3
MBC 224	Medical Insurance and Reimbursement	4
	Credits	**7**

Ninth Semester

Course	Title	Credits
Math Elective(s) (https://coursecatalog.wccnet.edu/academics/general-education/#math)		3
BMG 207	Business Communication	3
	Credits	**6**
	Total Credits	**60**

Office Management Concentration (OFMG) - available online

Minimum Credits Required for the Concentration or Option: 60

Course	Title	Credits
First Semester		
Math Elective(s) (https://coursecatalog.wccnet.edu/academics/general-education/#math)		3
BOS 106	Electronic Planning, Sharing and Organization	3
	Credits	**6**
Second Semester		
BMG 230	Principles of Management	3
BOS 101C	Advanced Keyboarding	1
BOS 184	Spreadsheet Software Applications I	3
	Credits	**7**
Third Semester		
Arts/Human. Elective(s) (https://coursecatalog.wccnet.edu/academics/general-education/#arthuma)		3
ENG 111	Composition I	4
	Credits	**7**
Fourth Semester		
Nat. Sci. Elective(s) (https://coursecatalog.wccnet.edu/academics/general-education/#naturalsci)		3
BOS 157	Word Processing and Document Formatting I	3
	Credits	**6**
Fifth Semester		
BOS 206	Personal Management Application and Internet Resources	2
BOS 207	Presentation Software Applications	2
BOS 257	Word Processing and Document Formatting II	3
	Credits	**7**
Sixth Semester		
BMG 207	Business Communication	3

BMG 279	Organizational Management	3
	Credits	**6**
Seventh Semester		
ACC 110	Payroll Accounting	2
BMG 240	Human Resources Management	3
BOS 182	Database Software Applications	3
	Credits	**8**
Eighth Semester		
Speech/Comp. Elective(s) (https://coursecatalog.wccnet.edu/academics/general-education/#writing)		3
BOS 250	Office Administration	4
	Credits	**7**
Ninth Semester		
Soc. Sci. Elective(s) (https://coursecatalog.wccnet.edu/academics/general-education/#socbehavsci)		3
BMG 155	Business on the Internet	3
	Credits	**6**
	Total Credits	**60**