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/articulationagreements.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) (http general-education/#r	os://coursecatalog.wccnet.edu/academics/ math)	3
	Credits	16
Second Semester		
BOS 182 or BOS 284	Database Software Applications or Spreadsheet Software Applications II	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
ENG 111	Composition I	4
	Credits	14
Third Semester		
ACC 131	QuickBooks Software	3
BMG 155	Business on the Internet	3
• •	ective(s) (https://coursecatalog.wccnet.edu al-education/#writing)	/ 3
	(s) (https://coursecatalog.wccnet.edu/ ral-education/#naturalsci)	3
	ctive(s) (https://coursecatalog.wccnet.edu/ ral-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
	(s) (https://coursecatalog.wccnet.edu/ ral-education/#socbehavsci)	3
	Credits	16
	Total Credits	61

Law Office Administration Concentration (LAWA) - available online

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) (htt general-education/#	ps://coursecatalog.wccnet.edu/academics/ math)	3
Open Elective(s) to re	each 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)		
Arts/Human. Elective(s) (https://coursecatalog.wccnet.edu/ academics/general-education/#arthuma)		3
	Credits	15
Third Semester		
BMG 111	Business Law I	3

BMG 155	Business on the Internet	3
BMG 207	Business Communication	3
CJT 156	Everyday Law	4
	(s) (https://coursecatalog.wccnet.edu/ ral-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) (http general-education/#r	os://coursecatalog.wccnet.edu/academics/ nath)	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
	https://coursecatalog.wccnet.edu/ ducation/#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

Medical Office Procedures

MBC 223

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

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) (http general-education/#r	os://coursecatalog.wccnet.edu/academics/ nath)	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. Electi academics/general-e	ve(s) (https://coursecatalog.wccnet.edu/ ducation/#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 academics/general-e	e(s) (https://coursecatalog.wccnet.edu/ ducation/#arthuma)	3
	Credits	14
Fourth Semester		
BMG 155	Business on the Internet	3
BMG 207	Business Communication	3
BOS 250	Office Administration	4
	https://coursecatalog.wccnet.edu/ ducation/#naturalsci)	3

Soc. Sci. Elective(s) (https://coursecatalog.wccnet.edu/	
academics/general-education/#socbehavsci)	
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) (http general-education/#r	os://coursecatalog.wccnet.edu/academics/ 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 academics/general-e	e(s) (https://coursecatalog.wccnet.edu/ education/#arthuma)	3
ENG 111	Composition I	4
	Credits	7
Fourth Semester		
Nat. Sci. Elective(s) (https://coursecatalog.wccnet.edu/	3
academics/general-e	ducation/#naturalsci)	
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. Electi academics/general-e	ve(s) (https://coursecatalog.wccnet.edu/ education/#writing)	3
BOS 230	Electronic Forms Design	3

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

Course	Title	Credits
First Semester		0
BOS 106	Electronic Planning, Sharing and Organization	3
CJT 130	Introduction to Paralegal Studies	3
	Credits	6
Second Semester		
Math Elective(s) (htt general-education/#	ps://coursecatalog.wccnet.edu/academics/ 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 foll	owing:	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	e(s) (https://coursecatalog.wccnet.edu/	3
academics/general-	education/#arthuma)	
	Credits	6
Seventh Semester		
Speech/Comp. Elect academics/general-e	ive(s) (https://coursecatalog.wccnet.edu/ education/#writing)	3
	(https://coursecatalog.wccnet.edu/	3
academics/general-e	education/#naturalsci)	
	Credits	6

Eighth Semester

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BOS 206	Personal Management Application and Internet Resources	2
CJT 156	Everyday Law	4
Open Elective(s) to r	each a minimum of 60 total credits.	1
	Credits	7
Ninth Semester		
	(https://coursecatalog.wccnet.edu/ 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

First SemesterHSC 124Medical Terminology3BOS 106Electronic Planning, Sharing and Organization3Credits6Second Semester80BOS 101CAdvanced Keyboarding1BOS 206Personal Management Application and Internet Resources2ENG 111Composition I4Credits7Third Semester7BOS 157Word Processing and Document Formatting I3Soc. Sci. Elective(s) (https://coursecatalog.wccnet.edu/ academics/general-education/#socbehavsci)6Fourth Semester6BIO 109Essentials of Human Anatomy and Structure and Function4-5BIO 109Essentials of Human Anatomy and Structure and Function3Arts/Human. Elective(s) (https://coursecatalog.wccnet.edu/ academics/general-education/#arthuma)3BOS 257Word Processing and Document Formatting II3BOS 184Spreadsheet Software Applications I3BOS 207Presentation Soft	Course	Title	Credits
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Third SemesterBOS 157Word Processing and Document Formatting I3Soc. Sci. Elective(s) (https://coursecatalog.wccnet.edu/ academics/general-education/#socbehavsci)3Credits6Fourth SemesterBIO 109Essentials of Human Anatomy and or BIO 1114-5or BIO 111Physiology or Anatomy and Physiology - Normal Structure and Function3Arts/Human. Elective(s) (https://coursecatalog.wccnet.edu/ academics/general-education/#arthuma)Credits7Fifth SemesterBOS 257Word Processing and Document Formatting II3BOS 257Word Processing and Document Formatting II3BOS 207Presentation Software Applications I academics/general-education/#writing)3BOS 217Presentation Software Applications I academics/general-education/#writing)BOS 155Business on the Internet3	ENG 111	Composition I	4
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			3
Credits 6	BMG 155	Business on the Internet	3
		Credits	6

Eighth Semester BOS 182	Database Software Applications	3
or BOS 284	or Spreadsheet Software Applications II	0
MBC 224	Medical Insurance and Reimbursement	4
	Credits	7
Ninth Semester		
NIIIIII Semestei		
Math Elective(s) general-educatio	(https://coursecatalog.wccnet.edu/academics/ n/#math)	3
general-educatio	n/#math)	
. ,	n/#math) Business Communication	3
general-educatio	n/#math)	-

Office Management Concentration (OFMG) - available online

Course	Title	Credits
First Semester		
Math Elective(s) (https://coursecatalog.wccnet.edu/academics/	3
general-education	n/#math)	
BOS 106	Electronic Planning, Sharing and	3
	Organization	
	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		
	tive(s) (https://coursecatalog.wccnet.edu/ al-education/#arthuma)	3
ENG 111	Composition I	4
	Credits	7
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Fourth Semester	oreans	'
Nat. Sci. Elective(s) (https://coursecatalog.wccnet.edu/	3
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Nat. Sci. Elective(academics/gener	s) (https://coursecatalog.wccnet.edu/ al-education/#naturalsci) Word Processing and Document	3
Nat. Sci. Elective(academics/gener	s) (https://coursecatalog.wccnet.edu/ al-education/#naturalsci) Word Processing and Document Formatting I	3
Nat. Sci. Elective(academics/gener BOS 157	s) (https://coursecatalog.wccnet.edu/ al-education/#naturalsci) Word Processing and Document Formatting I	3
Nat. Sci. Elective(academics/gener BOS 157 Fifth Semester	is) (https://coursecatalog.wccnet.edu/ al-education/#naturalsci) Word Processing and Document Formatting I Credits Personal Management Application and	3 3 6
Nat. Sci. Elective(academics/gener BOS 157 Fifth Semester BOS 206	s) (https://coursecatalog.wccnet.edu/ al-education/#naturalsci) Word Processing and Document Formatting I Credits Personal Management Application and Internet Resources Presentation Software Applications	3 3 6 2
Nat. Sci. Elective(academics/gener BOS 157 Fifth Semester BOS 206 BOS 207	s) (https://coursecatalog.wccnet.edu/ al-education/#naturalsci) Word Processing and Document Formatting I Credits Personal Management Application and Internet Resources	3 3 6 2 2
Nat. Sci. Elective(academics/gener BOS 157 Fifth Semester BOS 206 BOS 207	is) (https://coursecatalog.wccnet.edu/ al-education/#naturalsci) Word Processing and Document Formatting I Credits Personal Management Application and Internet Resources Presentation Software Applications Word Processing and Document	3 3 6 2 2
Nat. Sci. Elective(academics/gener BOS 157 Fifth Semester BOS 206 BOS 207	is) (https://coursecatalog.wccnet.edu/ al-education/#naturalsci) Word Processing and Document Formatting I Credits Personal Management Application and Internet Resources Presentation Software Applications Word Processing and Document Formatting II	3 3 6 2 2 3
Nat. Sci. Elective(academics/gener BOS 157 Fifth Semester BOS 206 BOS 207 BOS 257	is) (https://coursecatalog.wccnet.edu/ al-education/#naturalsci) Word Processing and Document Formatting I Credits Personal Management Application and Internet Resources Presentation Software Applications Word Processing and Document Formatting II	3 3 6 2 2 3

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