



Wayne County Community College District

BUSINESS INFORMATION TECHNOLOGY - PROGRAM

• Associate of Applied Science

About The Program

The Business Information Technology program offers students different options leading toward an associate degree: a concentration in Office Specialist and E-Commerce. Students may also seek a certificate or associate degree in Business Information Technology.

Career Potential

- Administrative Assistant
- Administrative Services Coordinator
- Customer Service Associate
- Executive Assistant
- Executive Secretary
- Office Assistant
- Office Manager
- Program Assistant
- Receptionist-Data Entry
- Secretarial Assistant

Admission Requirements

Students are admitted to the program each semester. Students must have Program approval, a completed application, and other required information submitted by the due date. If there are openings after the application deadline, remaining openings will be filled on a "first-come" basis.

To be admitted into the BIT program students must:

- Fulfill all WCCCD admission requirements. Declare program major.
- Obtain from a counselor a Plan of Work, outlining the plan for program completion.
- Complete 15 credits of required program courses, including BUS 150 or BUS 225.
- Obtain the program application from the Program Admission or Student Services office:
 - Complete the program application
 - Submit the application to the Campus Academic Officer or Program Director.

Associate of Applied Science General Orientation

GENERAL EDUCATION

ENG 119	English I	3
	English Requirement	3
	Social Science Requirement	3
	Humanities Requirement	3
	Natural Science Requirement	4
	American Government	3
Total		19

OCCUPATIONAL SUPPORT

BUS 225	Business Application	3
MAT 113	Intermediate Algebra	3
SPH 101	Fundamentals of Speech	3
Total		9

Total Electives 6

ANY 27 CREDITS FROM THE FOLLOWING

OCCUPATIONAL SPECIFIC

BIT 227	Desktop Publishing I	3
BIT 228	Desktop Publishing II	3
BIT 250	E-Commerce Strategies and Practices	3
BIT 251	Microsoft Word Specialist	3
BIT 252	Microsoft Excel Specialist	3
BIT 253	Microsoft PowerPoint Specialist	3
BIT 254	Microsoft Access Specialist	3
BIT 280	Office Administration and Professional Development	3
BL 201	Business Law	4
BUS 150	Introduction to Business	3
BUS 228	Web Design	3
BUS 240	Business Communication	3
CIS 110	Introduction to Computer Information Systems	4
CIS 241	Internet Foundations	4
MGT 205	Management Principles	3
MKT 205	Principles of Marketing	3
Total		27

PROGRAM

TOTAL CREDITS 61

Associate of Applied Science Occupational Specific

OFFICE SPECIALIST

The Office Specialist is designed to provide students with an educational background for employment in the administrative/management support area and for those students currently employed to gain the skills needed to advance in their careers.

CORE REQUIREMENTS

GENERAL EDUCATION	19
OCCUPATIONAL SUPPORT	9
ELECTIVES	6

OCCUPATIONAL SPECIFIC

BIT 227	Desktop Publishing I	3
BIT 228	Desktop Publishing II	3
BIT 251	Microsoft Word Specialist	3
BIT 252	Microsoft Excel Specialist	3
BIT 253	Microsoft PowerPoint Specialist	3
BIT 254	Microsoft Access Specialist	3
BIT 280	Office Administration and Professional Development	3
BUS 150	Introduction to Business	3
BUS 240	Business Communication	3
Total		61

E-BUSINESS

The students obtain the skill needed to understand the e-commerce world, create e-commerce web sites and conduct business online.

CORE REQUIREMENTS

GENERAL EDUCATION	19
OCCUPATIONAL SUPPORT	9
ELECTIVES	6

OCCUPATIONAL SPECIFIC

BIT 250	E-Commerce Strategies and Practices	3
BL 201	Business Law	4
BUS 150	Introduction to Business	3
BUS 228	Web Design	3
CIS 110	Introduction to Computer Information Systems	4
CIS 241	Internet Foundations	4
MGT 205	Management Principles	3
MKT 205	Principles of Marketing	3
Total		61



WCCCD

District Office

801 West Fort Street
Detroit, MI 48226

General Information Number

(313) 496-2600

Career Program Hotline

1-800-300-2118

Information Website:

www.wcccd.edu

E-mail:

info@wcccd.edu

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BUSINESS INFORMATION TECHNOLOGY CERTIFICATES

• College Certificate

About The Program

The Business Information Technology program offers concentrations in Office Specialist and E-Commerce. Students may also seek a certificate or associate degree in Business Information Technology.

The program is designed to prepare students for a variety of certifications in the computer related industries

Career Potential

- Administrative Assistant
- Executive Assistant
- Office Administrator
- Office Manager
- Executive Secretary
- Customer Service Associate
- Program Assistant

Admission Requirements

Students are admitted to the program each semester. Students must have program approval, a completed application, and other required information submitted by the due date. If there are openings after the application deadline, any remaining openings will be filled on a "first-come" basis.

To be admitted into the BIT program students must:

- Declare program major on the WCCCD application.
- Obtain a Plan of Work from a counselor outlining the plan for program completion.
- Obtain the program application from the Program Admission or Student Services Office:
 - Complete the program application
 - Submit the application to the Campus Academic Officer or Program Director

Certificate Options and Requirements

OFFICE SPECIALIST

The Office Specialist certificate provides students with a background for employment in the administrative/management support area. For those students currently employed they can obtain skills needed to advance in their careers.

BIT 227	Desktop Publishing I	3
BIT 228	Desktop Publishing II	3
BIT 251	Microsoft Word Specialist	3
BIT 252	Microsoft Excel Specialist	3
BIT 253	Microsoft PowerPoint Specialist	3
BIT 254	Microsoft Access Specialist	3
BIT 280	Office Administration and Professional Development	3
BUS 150	Introduction to Business	3
BUS 225	Business application	3
BUS 240	Business Communication	3
Total		30

BIT E-Business Specialist

The students obtain the skill needed to understand the e-commerce world, create e-commerce web sites and conduct business online.

BIT 250	E-Commerce Strategies and Practices	3
BL 201	Business Law	4
BUS 150	Introduction to Business	3
BUS 228	Web Design	3
CIS 110	Introduction to Computer Information Systems	4
CIS 241	Internet Foundations	4
MGT 205	Management Principles	3
MKT 205	Principles of Marketing	3
Total		30