BASIC INFORMATION

Requester(s): Richard Peterson  
College: South Seattle Community College  
Division/Dept: Professional Technical  
Dean: Duncan G Burgess  
Peer Reviewer(s): Sharyn Haran, Rebecca Yedlin

COURSE INFORMATION

Proposed Course Number: BUS 169  
Prefix: BUS  
Number: 169  
Request a new Prefix  
This will be a common course

Full Title: Using Computers In Business  
Abbreviated Title: Using Computers In Bus

Catalog Course Description: This is a hands-on course designed to introduce Microsoft Office software. The focus is on representative software that will provide the student with the basic concepts of word processing, spreadsheets, database management, and presentation graphics.

Course Length: 11 Weeks  
Request an Exception

Course Prerequisite(s): Compass: Writing 68, Reading 81, Math 50 or by instructor permission.

Topical Outline:  
- Introduction to current Microsoft Office Software  
- Getting Started with Windows 7  
- Understanding File Management  
- Getting Started with Microsoft Office  
- Creating a Document  
- Enhancing a Document  
- Adding Special Elements to a Document  
- Creating and Enhancing a Worksheet  
- Using Complex Formulas, Functions, and Tables  
- Working with Charts  
- Creating a Database
Working with Data
Creating Database Reports
Creating a Presentation
Polishing and Running a Presentation
Integrating Office Programs

COURSE CODING
Funding Source: 1...................State
Institutional Intent: 21.................Vocational Preparatory

This Course is a requirement for the following program(s):
(No Programs Selected)

My Course Proposal is a requirement for a program not on this list
Program Title/Description/Notes:
Accounting Certificate
Business Information Certificate
Medical Office Certificate

Will this course transfer to a 4-year university? No
Is this course designed for Limited English Proficiency? No
Is this course designed for Academic Disadvantaged? No
Does this course have a Workplace Training component? No

CIP Code: 52.0204
EPC Code: 547

Credits:
Will this course be offered as Variable Credit? No

List Course Contact Hours
Lecture (11 Contact Hours : 1 Credit) 55
Lab (22 Contact Hours : 1 Credit) 0
Clinical Work (33 Contact Hours : 1 Credit) 0
Other (55 Contact Hours : 1 Credit) 0

Total Contact Hours 55
Total Credits 5
This is to certify that the above criteria have all been met and all statements are accurate to the best of my knowledge.

Faculty involved in originating this program:

<table>
<thead>
<tr>
<th>Faculty Name</th>
<th>Signature</th>
<th>Date</th>
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<tbody>
<tr>
<td>Richard Peterson</td>
<td>Richard Peterson</td>
<td>6/17/2013</td>
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Dean:

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<tr>
<td>Duncan G Burgess</td>
<td>Duncan G Burgess</td>
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Results of SSCC Curriculum Coordinating Council Findings

Participating Faculty Response and Remarks

☐ Recommended for approval
☐ Not recommended for approval
☒ This course did not go through Committee Review

Chairman, Curriculum Coordinating Council:

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<tr>
<th>Faculty Name</th>
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<tr>
<td>Mark D Baumann (Admin)</td>
<td>Mark D Baumann</td>
<td>6/18/2013</td>
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Vice President for Instruction:

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<tbody>
<tr>
<td>Donna Miller-Parker</td>
<td>Donna Miller-Parker</td>
<td>6/19/2013</td>
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