BUS177 - Spreadsheets

Document Type: Master Course Outline
Proposal Type: Revision
Requester(s): Richard Peterson
College: South

Origination Approved: 06/19/2013 - 1:35 PM

BASIC INFORMATION
Requester(s): Richard Peterson
College: South Seattle Community College
Division/Dept: Professional Technical
Dean: Duncan G Burgess
Peer Reviewer(s): Jeanne M Horan

COURSE INFORMATION
Proposed Course Number:
Prefix: BUS Number: 177
☐ Request a new Prefix
☐ This will be a common course

Full Title: Spreadsheets
Abbreviated Title: Spreadsheets

Catalog Course Description:
Learn and use Microsoft Excel to manipulate numbers, track sales and expenses, create budgets and charts to help make informed business decisions. Use calculations and pre-defined formulas to organize data, process statistical information and more. Prerequisite: BUS 169 or equivalent.

Course Length: 11 Weeks
☐ Request an Exception

Course Prerequisite(s):
Compass: Writing 68, Reading 81, Math 50, BUS 169 or equivalent. Also by Instructor permission.

Topical Outline:
Explore Excel Spreadsheet Software
Printing Worksheets
Working With Formulas And Functions
Formatting The Contents Of Cells
Changing The Appearance Of Worksheets
Charting And Transmitting Worksheet Data
Working With Large Worksheets
Creating Tables And Outlines
Adding Graphics To Worksheets
Using Templates And Protecting Workbooks
Creating Pivottables And Macros

Page 1 of 3
COURSE CODING

<table>
<thead>
<tr>
<th>Funding Source:</th>
<th>1...................State</th>
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<tbody>
<tr>
<td>Institutional Intent:</td>
<td>21.................Vocational Preparatory</td>
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This Course is a requirement for the following program(s):

<table>
<thead>
<tr>
<th>Program Title</th>
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<tr>
<td>BUSINESS INFO TECH (547)</td>
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☑ My Course Proposal is a requirement for a program not on this list

Program Title/Description/Notes:
- Accounting Certificate
- Accounting AAS and AAS-T Degrees
- Business Information Technology Certificate
- Business Information Technology AAS Degree
- Business Information Technology AAS-T Degree

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: 11.0602  □ Request Specific CIP Code
EPC Code: 547  □ Request Specific EPC Code

Credits:

Will this course be offered as Variable Credit? No

List Course Contact Hours

<table>
<thead>
<tr>
<th>Description</th>
<th>Contact Hours</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Lecture (11 Contact Hours : 1 Credit)</td>
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<tr>
<td>Lab (22 Contact Hours : 1 Credit)</td>
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<tr>
<td>Clinical Work (33 Contact Hours : 1 Credit)</td>
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<tr>
<td>Other (55 Contact Hours : 1 Credit)</td>
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<td><strong>Total Contact Hours</strong></td>
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<tr>
<td><strong>Total Credits</strong></td>
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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>Richard Peterson</th>
<th>Richard Peterson</th>
<th>6/17/2013</th>
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<tr>
<td>Print Name</td>
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Dean:

<table>
<thead>
<tr>
<th>Duncan G Burgess</th>
<th>Duncan G Burgess</th>
<th>5/29/2013</th>
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Results of SSCC Curriculum Coordinating Council Findings

Participating Faculty Response and Remarks

- [ ] Recommended for approval
- [ ] Not recommended for approval
- [x] This course did not go through Committee Review

Chairman, Curriculum Coordinating Council:

<table>
<thead>
<tr>
<th>Mark D Baumann (Admin)</th>
<th>Mark D Baumann</th>
<th>6/18/2013</th>
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Vice President for Instruction:

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<thead>
<tr>
<th>Donna Miller-Parker</th>
<th>Donna Miller-Parker</th>
<th>6/19/2013</th>
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