BASIC INFORMATION

Requester(s): Richard Peterson
Rebecca Yedlin

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: 179

☐ Request a new Prefix
☐ This will be a common course

Full Title: Word Processing
Abbreviated Title: Word Processing

Catalog Course Description:
Covers comprehensive word processing using Microsoft Word Software. Includes basic skills and more advanced techniques such as tables, envelopes, templates and mailmerge. Prereq: BUS 169 or 170 or equivalent.

Course Length: 11 Weeks
☐ Request an Exception

Course Prerequisite(s):
BUS 169 or BUS 170 or Instructor permission

Topical Outline:
Introductory topics covered include:

- Working with text
- Proofreading tools
- Creating bulleted and numbered lists
- Mail Merge and more.

Intermediate topics covered include:

- Tables
- Newsletter columns
• WordArt and clip art
• Document themes and styles
• Picture editing
• Footnotes and endnotes
• Templates, and more.

Advanced topics covered include;

• Tables of contents, indexes, headers and footers,
• Track Changes
• Macros and forms
• Integration with other Office applications.

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:
Business Information Technology Certificate
AAS-T Degree
Medical Office Clerk

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
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:

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<tr>
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<tbody>
<tr>
<td>Richard Peterson</td>
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<td>1/1/0001</td>
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<tr>
<td>Rebecca Yedlin</td>
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Dean:

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<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
- [X] This course did not go through Committee Review

Chairman, Curriculum Coordinating Council:

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<tr>
<td>Mark D Baumann</td>
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Vice President for Instruction:

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