# BUS115 - Computational Skillbuilding

| | |
|---|---|
| Document Type: | Master Course Outline |
| Proposal Type: | Revision |
| Requester(s): | Rebecca Yedlin   Richard Peterson |
| College: | South |
| Origination Approved: | 05/30/2013 - 4:43 PM |

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## BASIC INFORMATION

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|---|---|
| **Requester(s):** | Rebecca Yedlin |
| | Richard Peterson |
| **College:** | South Seattle Community College |
| **Division/Dept:** | Professional Technical |
| **Dean:** | Duncan G Burgess |

## COURSE INFORMATION

**Proposed Course Number:**

Prefix: **BUS**          Number: **115**

☐ Request a new Prefix

☐ This will be a common course

| | |
|---|---|
| **Full Title:** | Computational Skillbuilding |
| **Abbreviated Title:** | Computational Skillbuild |

**Catalog Course Description:**

Intro to basic operation of touch addition, subtraction, multiplication and division on the electronic printing calculator and computer ten-keypad. Use of memory register and applications to solve business math problems. Open enrollment. S/NC grade.

**Course Length:**   11 Weeks          ☐ Request an Exception

**Course Prerequisite(s):**

Compass: Writing 68, Reading 81, Math 50 or by instructor permission.

**Topical Outline:**

| | | |
|---|---|---|
| I. | Introduction to the operational features of the electronic calculator | 5 |
| II. | Touch addition | 4 |
| III. | Subtraction, credit balances and correction of errors | 5 |
| IV. | Positive and negative addition | 5 |
| V. | Multiplication | 4 |
| VI. | Repeat addition; positive and negative addition | 3 |
| VII. | Division | 4 |
| VIII. | Weekly progress tests | 3 |
| | | |

| | Total | 33 |
|---|---|---|

## 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
Accounting AAS Degree
Accounting 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:** | 52.0302 | ☐ Request Specific CIP Code |
|---|---|---|
| **EPC Code:** | 505 | ☐ Request Specific EPC Code |

**Credits:**

| **Will this course be offered as Variable Credit?** | No |
|---|---|
| | **No** |

**List Course Contact Hours**

| Lecture (11 Contact Hours : 1 Credit) | 11 |
|---|---|
| Lab (22 Contact Hours : 1 Credit) | 22 |
| Clinical Work (33 Contact Hours : 1 Credit) | 0 |
| Other (55 Contact Hours : 1 Credit) | 0 |
| | |
| Total Contact Hours | 33 |
| Total Credits | 2 |

**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:

| Rebecca Yedlin | *Rebecca Yedlin* | 1/1/0001 |
|---|---|---|
| **Print Name** | **Signature** | **Date** |

| Richard Peterson | *Richard Peterson* | 1/1/0001 |
|---|---|---|
| **Print Name** | **Signature** | **Date** |

Dean:

| Duncan G Burgess | *Duncan G Burgess* | 4/26/2013 |
|---|---|---|
| **Print Name** | **Signature** | **Date** |

## 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:

| Tim Walsh (Admin) | *Tim Walsh* | 5/29/2013 |
|---|---|---|
| **Print Name** | **Signature** | **Date** |

Vice President for Instruction:

| Donna Miller-Parker | *Donna Miller-Parker* | 5/30/2013 |
|---|---|---|
| **Print Name** | **Signature** | **Date** |