



# BUS169 - Using Computers In Business

Document Type: Master Course Outline

Proposal Type: Revision

Requester(s): Richard Peterson

College: South

Origination Approved: 06/19/2013 - 1:33 PM

## 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:**

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  Request Specific CIP Code

**EPC Code:** 547  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)	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:

Richard Peterson  
Print Name

*Richard Peterson*  
Signature

6/17/2013  
Date

Dean:

Duncan G Burgess  
Print Name

*Duncan G Burgess*  
Signature

5/29/2013  
Date

### 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:

Mark D Baumann (Admin)  
Print Name

*Mark D Baumann*  
Signature

6/18/2013  
Date

Vice President for Instruction:

Donna Miller-Parker  
Print Name

*Donna Miller-Parker*  
Signature

6/19/2013  
Date