



Central
North
South
SVI

BUS170 - Information Technology I

Document Type: Master Course Outline

Proposal Type: Revision

Requester(s): Rebecca Yedlin

College: South

Origination Approved: 04/25/2013 - 9:06 AM

BASIC INFORMATION

Requester(s): Rebecca Yedlin

College: South Seattle Community College

Division/Dept: Professional Technical

Dean: Duncan G Burgess

COURSE INFORMATION

Proposed Course Number:

Prefix: **BUS** Number: **170**

Request a new Prefix

This will be a common course

Full Title: Information Technology I

Abbreviated Title: Information Tech I

Catalog Course Description:

This course develops Word 2010, document and keyboarding skills, formatting, and handling of business information. Emphasis is on preparing business letters, memoranda, reports, simple tables, (including Word's spreadsheet basics), and outlines. Introduction to 10-key pad, and review and reinforcement of business English rules are included. Prereq: BUS 104 or keyboard 25 net wpm (C). COMPASS: Math 58, Reading 81, Writing 68 or instructor permission.

Course Length: 11 Weeks Request an Exception

Course Prerequisite(s):

BUS 104 or keyboard 25 net wpm (C). COMPASS: Math 58, Reading 81, Writing 68 or instructor permission.

Topical Outline:

Topical Outline

1. Basic computer literacy and a proficiency in using Windows-based software, such as Microsoft Word	5
2. Format and produce a variety of simple business documents using Windows word processing software	23
3. Keyboarding alphabetic and alphanumeric	7
4. Written communication skills	2
5. Format and produce a variety of complex business documents using	

word processing software (Microsoft Word).	15
6. Mailability standards for document production	2
7. Good office work habits	1
TOTAL HOURS	55

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:
Meets the requirement option under related instruction for Accounting AAS and AAS-T Degrees
Meets the requirement option under related instruction for BIT AAS and AAS-T Degrees

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? Yes
Yes

List Course Contact Hours

Lecture (11 Contact Hours : 1 Credit)	0 to 44
Lab (22 Contact Hours : 1 Credit)	0 to 22
Clinical Work (33 Contact Hours : 1 Credit)	0 to 0
Other (55 Contact Hours : 1 Credit)	0 to 0
 Total Contact Hours	 0 to 66
Total Credits	0 to 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:

Rebecca Yedlin
Print Name

Rebecca Yedlin
Signature

4/12/2013
Date

Dean:

Duncan G Burgess
Print Name

Duncan G Burgess
Signature

4/12/2013
Date

Results of SSCC Curriculum Coordinating Council Findings

Participating Faculty Response and Remarks

- Recommended for approval
- Not recommended for approval

Chairman, Curriculum Coordinating Council:

Tim Walsh
Print Name

Tim Walsh
Signature

4/24/2013
Date

Vice President for Instruction:

Donna Miller-Parker
Print Name

Donna Miller-Parker
Signature

4/25/2013
Date