



Central
North
South
SVI

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 Pivotables And Macros

COURSE CODING

Funding Source: 1.....State

Institutional Intent: 21.....Vocational Preparatory

This Course is a requirement for the following program(s):

Program Title

BUSINESS INFO TECH (547)

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
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