



Central
North
South
SVI

BUS179 - Word Processing

Document Type: Master Course Outline
Proposal Type: Revision
Requester(s): Richard Peterson Rebecca Yedlin
College: South
Origination Approved: 06/19/2013 - 1:34 PM

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

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

1/1/0001

Date

Rebecca Yedlin

Print Name

Rebecca Yedlin

Signature

1/1/0001

Date

Dean:

Duncan G Burgess

Print Name

Duncan G Burgess

Signature

6/17/2013

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