SEATTLE COMMUNITY COLLEGES COURSE CODING APPROVAL FORM

College No. 062 College Name: NSCC SCCC SCCC ___ SVL ___

Date 5/5/98 Submitted by JOHN MCMANON Ph # 344-4340

☐ Add to inventory effective FALL 98 year/quarter
☐ Delete from Inventory effective __________ year/quarter
☐ Change to another CIP code (list old CIP code __________)
☐ Title change only (list old title) _______________________________________
☐ Change status for AA degree requirements (Academic Transfer courses only. See #4 below)
☐ Other (specify) _______________________________________________________

Div/Dept ACC Course No. 298 CIP Code 52 0302 Institutional Intent ______

Course Title SPECIAL TOPICS Administrative Unit EA Budget 011-2J30

Fund Source STATE

(1) Is this course a requirement of an approved Vocational Preparatory program?
☐ Yes ☐ No (If yes, list Educational Program Code/EPC: __________)

(2) Does this course imply: Limited English Proficiency? ☐ Yes ☐ No
Academic Disadvantaged? ☐ Yes ☐ No

(3) Does this course contain a workplace training component? ☐ Yes ☐ No

(4) Which, if any, AA degree requirement(s) will this course satisfy? (Academic Transfer courses only)
A. Special Requirements?
☐ Q Math/"Q" (Quantitative Reasoning)
☐ S Speech/"S" (Speaking Component)

B. Distribution Areas:
☐ Language and Speech ☐ Literature/History of Ideas
☐ Music, Art, and Drama ☐ Individuals and Societies
☐ The United States Cultures ☐ Global Studies
☐ The Living World ☐ Science, Technology, Environment/
☐ The Physical Universe ☐ The Language of Science

Credits 5 Is this a variable credit class? ☐ Yes ☐ No

Faculty Contact Hours 11-55

Student Contact Hours: Lecture 11-55 Lab ______ Clinical ______ Other ______ System ______ Student Total 11-55

Originating Administrator Signature Date 5/6/98

Concurring Administrator/Campus Date

Concurring Administrator/Campus Date

Originating Dean of Voc Programs Date MAY 11 1998

Vice President of Instruction
COURSE OUTLINE

DIVISION: Business and Communications
CURRICULUM: Accounting
COURSE TITLE: Special Topics
COURSE NUMBER: ACC 298
CREDITS: 1-5
LAB HOURS: TBD
CLASS HOURS: TBD
TYPE OF COURSE: Varies
LENGTH OF COURSE: 11 weeks
CLASS SIZE: Varies
INSTRUCTOR: Varies
PREREQUISITES: Permission

COURSE DESCRIPTION: The purpose of this course is to allow a group of students to pursue topics relevant to accounting that either are not combined in other accounting courses or are specialized to meet the needs of a particular group of students.

COURSE OUTCOMES: Upon completion of this course the student (s) will have met the goals specified for the topic chosen. In most cases students will complete a project as set forth in a contract between student (s) and instructor.

REQUIRED TEXT: Varies
TOPICAL OUTLINE: Varies
METHODS OF PRESENTATION: Varies
METHODS OF EVALUATION: Varies
OUTLINE DEVELOPED BY: John J. McMahon 5/98
COURSE SYLLABUS

Course Title: Special Topics        Quarter/Year: Fall 98

Course Numbers: ACC 298

Credits: 1-5

Meeting Times: TBA

Length Of Course: One quarter

Prerequisites: Permission of Associate Dean

Course Description: The purpose of this course is to allow a group of students to pursue topics relevant to accounting that either are not combined in other accounting courses or are specialized to meet the needs of a particular group of students.

Course Purpose/Overview/Goals:

Program Outcomes: TBD

Instructor: TBA

Office Location: TBA

Office Phone: TBA

Student Outcomes: Upon completion of this course the student(s) will have met the goals specified for the topic chosen. In most cases students will complete a project as set forth in a contract between student(s) and instructor.

Methods of Instruction: Varies depending on topic and students.

Textbooks: Varies

Required Materials: Varies

Student Assignments: The course will include goals and a time frame within which the student(s) will complete various aspects of the course work.

Calendar/Schedule: Varies

Learning Resources: Varies

Feedback to Student and Course Policies: Varies

Developed by: John McMahon 5/98
MEMORANDUM

July 22, 1998

To: Bruce Maxwell
From: John McMahon
Subject: ACC 298

ACC 298 will be offered in a lecture format so the ratio of 11 lecture hours per credit should hold. In this division Special Topics courses are typically used for either topics of interest that we do not expect to continue or for trial of possible new courses. If the trial is successful and we expect the course to continue, we will follow up with a formal course establishment to create a specific course and move away from the Special Topics title. Usually, we will use a Special Topics course the same as any other course listed in the schedule. It will be offered to a group of students and will cover specific content that is determined by the faculty for that quarter. Faculty will be compensated and I will check S/F ratio, per cent of model, etc.

We use Independent Study courses differently. These courses are designed for an individual student - not a group - who either wants to study topic(s) which we do not offer in a formal course or who wants to cover the content of a course that is not offered that quarter. The student must find an instructor who is willing to work with the student individually and without compensation. There are no established lecture hours but the instructor and student develop a written contract in line with campus policies for these courses. I must approve all independent studies based on campus policies and the written contract between student and instructor.

I hope that clarifies your concern.