

11/18/2022

DATE

BUS DIVISION

REQUIRED COURSE

 NEW COURSE

ELECTIVE COURSE

 REVISION

Lake Land College

Course Information Form

| | | | | | | | | |
|--------------------------------------|---|--|---------------------|------------------------|----------------------|------------------------------|----------|----------------------|
| COURSE NUMBER: | BUS-113 | TITLE: (30 Characters Max) | Keyboarding | | | | | |
| SEM CR HRS: | 3 | Lecture: | 3 | Lab: | 0 | ICCB Lab-0 | ECH: | 3 |
| Course Level: | <input type="checkbox"/> Gen Ed / IAI <input type="checkbox"/> Baccalaureate /Non-IAI | <input checked="" type="checkbox"/> Career/Technical <input type="checkbox"/> Dev Ed/ Not in Degree Audit | Clinical Practicum: | 0 | Work-based Learning: | 0 | WBL ECH: | 0 |
| COURSE PCS # | 12 - 52.0408 | | IAI Code | N/A | | Contact Hours (Minutes/Week) | | |
| Repeatable (Y/N): | N | Pass/Fail (Y/N): | N | Variable Credit (Y/N): | N | Min: | Max: | 16 Wks 150 8 Wks 300 |
| Prerequisites: | None | | | | | | | |
| Corequisites: | None | | | | | | | |
| Catalog Description: (40 Word Limit) | Development of keyboarding skills on letters, numbers, and symbols keys. Students learn to format and print business letters, memos, reports and tables using word processing features. | | | | | | | |

| List the Major Course Segments (Units) | Contact Lecture Hours | Contact Lab Hours | Clinical Practicum | Work-based Learning |
|--|-----------------------|-------------------|--------------------|---------------------|
| Mastering basic word processing terminology and commands | 2 | | | |
| Mastering touch keyboarding techniques | 15 | | | |
| Developing keyboard speed and accuracy | 8 | | | |
| Formatting business letters and memoranda | 6 | | | |
| Formatting reports | 9 | | | |
| Formatting tables | 5 | | | |
| TOTAL | 45 | 0 | 0 | 0 |

EVALUATION

| | | | |
|--|---|-------------------------------------|--|
| QUIZZES <input type="checkbox"/> | EXAMS <input checked="" type="checkbox"/> | ORAL PRES <input type="checkbox"/> | PAPERS <input type="checkbox"/> |
| LAB WORK <input checked="" type="checkbox"/> | PROJECTS <input type="checkbox"/> | COMP FINAL <input type="checkbox"/> | OTHER <input checked="" type="checkbox"/> Timed Writings |

COURSE MATERIALS

| | |
|---------------------|---|
| TITLE: | Gregg College Keyboarding and Document Processing Lessons 1-120 |
| AUTHOR: | Ober, Johnson, Zimmerly |
| PUBLISHER: | McGraw-Hill Higher Education |
| VOLUME/EDITION/URL: | 11th Edition |
| COPYRIGHT DATE: | 2011 |

| MAJOR COURSE SEGMENT | HOURS | LEARNING OUTCOMES |
|--|-------|--|
| | | <i>The student will be able to:</i> |
| Mastering basic word processing terminology and commands | 2 | 1. Understand basic word processing terminology such as insertion point, word wrap, hard return and auto-correct. 2. Perform basic word processing commands, such as saving a file, closing a file, opening a file, printing, spell-checking, moving the insertion point, selecting text and using the undo/redo feature. |
| Mastering touch keyboarding techniques | 15 | 1. Perform touch operation of the keyboard for letters, numbers and symbols (on the top row of the keyboard), using correct fingering and techniques. |
| Developing keyboard speed and accuracy | 8 | 1. Keyboard a minimum of 30 wpm with 7 or fewer errors for 3 minutes. 2. Create and format a variety of business documents at acceptable production rates on a series of timed production exams. |
| Formatting business letters and memoranda | 6 | 1. Prepare memos and business letters in acceptable formats including all standard and optional parts. 2. Use block and modified block letter formats. |
| Formatting reports | 9 | 1. Prepare reports in various formats, including business reports, academic reports, MLA and APA style reports and using proper referencing. |

| | | |
|-------------------|---|--|
| Formatting tables | 5 | 1. Prepare tables using acceptable formats, including centering the table horizontally and vertically on the page, removing and applying borders and shading, aligning text in cells and using the auto-fit feature. |
| 45 | | |

| | |
|-------------------------------------|---|
| Outcomes* | At the successful completion of this course, students will be able to: |
| Course Outcome | Keyboard a minimum of 30 wpm with 7 or fewer errors for 3 minutes. |
| Course Outcome | Prepare memos and business letters in acceptable formats. |
| Course Outcome | Prepare reports in acceptable format including proper referencing. |
| Primary Laker Learning Competency | |
| Secondary Laker Learning Competency | |

*Course and program outcomes will be used in the software for outcomes assessment and should include at least 1 primary and 1 secondary Laker Learning Competency. Limit to 3-5.