9/6/2024 DATE
☑ REQUIRED COURSE
☐ ELECTIVE COURSE

BUS DIVISION
☐ NEW COURSE
☑ REVISION

Lake Land College

Course Information Form

COURSE NUMBER:	BUS-114		**TITLE:** *(30 Characters Max)*		Advanced Formatting						
SEM CR HRS:	3	**Lecture:**	3	**Lab:**	0				**ECH:**	3	
Course Level:	☐ Gen Ed / IAI ☑ Baccalaureate /Non-IAI	☐ Career/Technical ☐ Dev Ed/ Not in Degree Audit	**Clinical Practicum:**	0	**Work-based Learning:**	0	**WBL ECH:**	0			
COURSE PCS #	12 - 52.0401		**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:	BUS-113										
Corequisites:	None										
Catalog Description: (40 Word Limit)	Development of skill in formatting business correspondence, reports, forms and tables to meet mailability and production standards. Instruction on word processing software is integrated throughout the course.										

List the Major Course Segments (Units)	Contact Lecture Hours	Contact Lab Hours	Clinical Practicum	Work-based Learning
Building Keyboarding Speed and Accuracy	9			
Formatting Business Correspondence	13			
Formatting Tables and Business Forms	8			
Formatting Reports	10			
Merging Documents	5			
TOTAL	45	0	0	0

EVALUATION							
QUIZZES	☐	**EXAMS**	☑	**ORAL PRES**	☐	**PAPERS**	☐
LAB WORK	☑	**PROJECTS**	☐	**COMP FINAL**	☐	**OTHER**	☑ 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

TITLE:	Gregg College Keyboarding and Document Processing Microsoft Office Word 2016 Manual Lessons 1-120
AUTHOR:	Ober, Johnson, Zimmerly
PUBLISHER:	McGraw-Hill Higher Education
VOLUME/EDITION/URL:	11th Edition
COPYRIGHT DATE:	2017

MAJOR COURSE SEGMENT	HOURS	LEARNING OUTCOMES
		The student will be able to:
Building Keyboarding Speed and Accuracy	9	1. Keyboard a minimum of 40 wpm with 6 or fewer errors for 5 minutes. 2. Create and format a variety of business documents at acceptable production rates on a series of timed production exams.
Formatting Business Correspondence	13	1. Produce memos and business letters in acceptable formats including all standard and optional parts. 2. Use block and modified block letter formats.
Formatting Tables and Business Forms	8	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. 2. Use tables to prepare business forms in acceptable formats.

Formatting Reports	10	1. Prepare reports in various formats including business reports and academic reports including proper referencing.
Merging Documents	5	1. Produce letters, envelopes, and labels using the merge feature.
	45	

Outcomes*	At the successful completion of this course, students will be able to:
Course Outcome	Keyboard a minimum of 40 wpm with 6 or fewer errors for 5 minutes
Course Outcome	Prepare memos and business letters in acceptable formats
Course Outcome	Produce a business report in acceptable format including proper referencing
Course Outcome	Produce tables and business forms using acceptable formats
Primary Laker Learning Competency	Professional Skills & Ethics: Students demonstrate professional business skills and ethical accountability.
Secondary Laker Learning Competency	Critical Thinking: Students connect knowledge from various disciplines to formulate logical conclusions and judgments.

**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.*