

11/18/2022 DATE

REQUIRED COURSE
 ELECTIVE COURSE

Business DIVISION
 NEW COURSE
 REVISION

Lake Land College

Course Information Form

COURSE NUMBER: BUS-115		TITLE: (30 Characters Max)		Processing Information			
SEM CR HRS: 3	Lecture: 3	Lab: 0	ECH: 3				
Course Level:	<input type="checkbox"/> Gen Ed / IAI <input checked="" type="checkbox"/> Baccalaureate / Non-IAI	<input type="checkbox"/> Career/Technical <input type="checkbox"/> Dev Ed/ Not in Degree Audit	Clinical Practicum: 0	SOE/ Internship: 0	SOE ECH: 0		
COURSE PCS #	12	IAI Code		Contact Hours (Minutes Per Week)			
Repeatable (Y/N): Y	Pass/Fail (Y/N): N	Variable Credit (Y/N):	Min:	Max:	16 Wks: 150	8 wks: 300	
Prerequisites:	BUS-114 Advanced Formatting						
Catalog Description: (40 Word Limit)	Development of skill in processing information using word processing software and applying critical thinking from a variety of office simulations. Advanced formatting skills are further developed through application to specialized office situations.						

List the Major Course Segments (Units)	Contact Lecture Hours	Contact Lab Hours	Clinical Practicum	Non-Clinical Internship/ SOE
1 Refining Speed and Accuracy	5			
2 Strengthening Business Correspondence, Tables, Business Forms, Mail Merge, and Reports Formats	17			
3 Using Specialized Document Formats	14			
4 Simulating Office Activities	6			
5 Assembling an Integrated Office Project	3			
6				
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 checked="" type="checkbox"/>	COMP FINAL <input type="checkbox"/>	OTHER <input checked="" type="checkbox"/> Timed Writings

COURSE MATERIALS	
TITLE: Keyboarding & Word Processing	
AUTHOR: VanHuss, Forde, Woo, Robertson	
PUBLISHER: South-Western Cengage Learning	
VOLUME/EDITION/URL: 19th Edition	
COPYRIGHT DATE: 2011	

MAJOR COURSE SEGMENT	HOURS	LEARNING OUTCOMES
		<i>The student will be able to:</i>
Refining Speed and Accuracy	5	Keyboard a minimum of 46 wpm with 5 or fewer errors for 5 minutes.
Strengthening Business Correspondence, Tables, Business Forms, Mail Merge, and Reports Formats	17	Produce all business document formats to create mailable documents.
Using Specialized Document Formats	14	Create various mailable administrative, legal, medical, international, and merged documents.
Simulating Office Activities	5	Produce error-free documents using proper formats and decision making at employable speeds.
Assembling an Integrated Office Project	3	Insert documents into a reference manual using proper formats.
	44	

COURSE OUTCOMES*	At the successful completion of this course, students will be able to:
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- Keyboard a minimum of 46 wpm with 5 or fewer errors for 5 minutes.

- Produce memos and business letters in acceptable format.

- Produce a business report in acceptable format including proper referencing.

- Prepare tables using acceptable formats.

** Course Outcomes will be used in the Assessment Software for Outcomes Assessment. Limit to 3 - 5.*