9/6/2024   DATE   BUS   DIVISION
☑ REQUIRED COURSE   ☐ NEW COURSE
☐ ELECTIVE COURSE   ☑ REVISION

Lake Land College
Course Information Form

COURSE NUMBER:	CIS-058		TITLE: *(30 Characters Max)*		Specialized Software Applications				
SEM CR HRS:	3	**Lecture:**		3	**Lab:**	0		**ECH:**	3

Course Level:	☐ Gen Ed / IAI ☑ Career/Technical	Clinical Practicum:	0	Work-based Learning:	0	WBL ECH:	0
	☐ Baccalaureate /Non-IAI ☐ Dev Ed/ Not in Degree Audit						

COURSE PCS #	12 - 11.0301	IAI Code		N/A		Contact Hours (Minutes/Week)		
Repeatable (Y/N):	Y	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)	Students handle office activities and use career-related software such as a computerized accounting system, desktop publishing, form management, calculator, medical scheduling and invoicing and legal document preparation.

List the Major Course Segments (Units)	Contact Lecture Hours	Contact Lab Hours	Clinical Practicum	Work-based Learning
Accounting System: Create, Edit and Work with Lists and Bank Accounts, Use Accounts; Enter Sales Information; Receive Payments and Enter and Pay Bills	9			
Desktop Publishing: Create, Save, Edit, Print, Format and Design Publications and Use Advanced Features	9			
Form Management: Create, Edit, Copy and Distribute Forms and Use Advanced Features	9			
Calculator: Develop Touch Method, Learn Keys and Apply Theory	6			
Medical Scheduling and Invoicing: Enter, Create, Post and Schedule Patient, Insurance, Account and Condition Information	6			
Legal Document Preparation: Create, Save, Edit, Print and Format Documents and Use Advanced Features	6			
TOTAL	45	0	0	0

EVALUTION

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

COURSE MATERIALS

TITLE:	Microsoft Office Publisher 365 & Publisher 2019 Comprehensive	
AUTHOR:	Starks	
PUBLISHER:	Cengage Learning, Inc.	
VOLUME/EDITION/URL:		
COPYRIGHT DATE:	2019	

TITLE:	Corel Wordperfect 10	Computerized Accounting w/ Quickbooks 2015
AUTHOR:	Rutkosky	Villani & Rosa
PUBLISHER:	Kendall Hunt Publishing	Kendall Hunt Publishing
VOLUME/EDITION/URL:		
COPYRIGHT DATE:	2003	2015

TITLE:	Calculators	Adobe Acrobt DC Classroom in a Book
AUTHOR:	Pasewark	Gyncild
PUBLISHER:	Cengage Learning, Inc.	Pearson Education
VOLUME/EDITION/URL:	5t Edition	
COPYRIGHT DATE:	2012	2015

MAJOR COURSE SEGMENT	HOURS	LEARNING OUTCOMES
		The student will be able to:
Accounting System: Create, Edit and Work with Lists and Bank Accounts, Use Accounts; Enter Sales Information; Receive Payments and Enter and Pay Bills	9	1. Create a new company to create reports, accounts and graphs. 2. Describe payroll features. 3. Create invoices, sales orders and customer statements. 4. Write checks, enter bills and pay bills. 5. Add or edit information to company lists. 6. Reconcile a checking account. 7. Receive payments from customers and make bank deposits.

Desktop Publishing: Create, Save, Edit, Print, Format and Design Publications and Use Advanced Features	9	1. Create, save, open and print a publication. 2. Design, format and edit a publication. 3. Insert, copy, move, crop, align, layer and rotate images. 4. Define, apply, modify and change a format into a style. 5. Add BorderArt and WordArt. 6. Create columns, tables, headers and footers.
Form Management: Create, Edit, Copy and Distribute Forms and Use Advanced Features	9	1. Create a form from the form wizard, from a PDF and from scratch. 2. Create text fields such as radio buttons, check boxes and text areas. 3. Edit forms to perform simple calculations. 4. Copy fields, create a submit form button and add a digital signature field. 5. Distribute and track forms. 6. Add graphics, text and drawing objects to forms.
Calculator: Develop Touch Method, Learn Keys and Apply Theory	6	1. Develop the ten-key touch method for speed and accuracy. 2. Use the calculator and computer as time saving devices by using the special features available. 3. Utilize the capabilities of the electronic calculator. 4. Use the touch method on a computer numerical keypad. 5. Apply theory to practical business problems.
Medical Scheduling and Invoicing: Enter, Create, Post and Schedule Patient, Insurance, Account and Condition Information	6	1. Enter patient, insurance, account and condition information. 2. Enter charge transactions and patient payments. 3. Create claims. 4. Post insurance payments and create patient statements. 5. Schedule payments.
Legal Document Preparation: Create, Save, Edit, Print and Format Documents and Use Advanced Features	6	1. Create, open, navigate, save and print a file. 2. Edit and format text, paragraphs, and pages. 3. Insert, edit and format headers and footers. 4. Create a data and form file to perform mail merge. 5. Create, edit and format tables and forms. 6. Use the Legal toolbar.
	45	

Outcomes*	At the successful completion of this course, students will be able to:
Course Outcome	Compose, edit, format and print documents using the Word Perfect program (Outcomes for Office Technology – Executive, Office Technology – Legal, and Information Technology Students.)
Course Outcome	Enter patient, insurance, account, and condition information; charge transactions; patient payments; create claims; post insurance payments and schedule in the Medisoft software (Outcomes for the Office Technology – Medical Students)
Course Outcome	Set up companies, work with vendors and customers, complete period-end procedures and record inventory in Quickbooks
Course Outcome	Complete a 10 key calculator project using correct format and working on an office size calculator
Primary Laker Learning Competency	Information & Technology Literacy: Students not only identify when information is necessary, but they also find, evaluate and use that information effectively with the appropriate technological tools.
Secondary Laker Learning Competency	Quantitative Literacy: Students utilize mathematical knowledge to test claims and hypotheses, perform data analysis and recognize patterns in real-life situations.

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.