

### Basic Course Information

Semester	<b>Spring 2014</b>	Instructor Name	<b>Angie T. Ruiz</b>
Course Title & #	<b>BUS 154</b>	Email	<b>angie.ruiz@imperial.edu</b>
CRN #	<b>20644</b>	Webpage (optional)	
Room	<b>803</b>	Office	<b>ROOM 811</b>
Class Dates	<b>01/21-05/16/2014</b>	Office Hours	<b>Jan 21-March 14</b> MW 8-8:30am 3:05-3:35pm T&TH 12:15-12:45pm F 3:30-4:30pm <b>March 17-May 16</b> MW 8-8:30am 1-3:00pm T&TH 12:15-12:45pm
Class Days	<b>T &amp; TH</b>	Office Phone #	<b>(760) 355-6339</b>
Class Times	<b>12:55-3:05 p.m.</b>	Office contact if student will be out or emergency	<b>Frances Arce-Gomez, Staff Secretary (760) 355-6361</b>
Units	<b>3</b>		

### Course Description

**Designed to teach the fundamental skills and knowledge of keyboarding. The student is introduced to the basic concepts of keyboarding production.**

### Student Learning Outcomes

**Upon completion of this course, the student will be able to:**

- Demonstrate proper typing posture and technique in a 5-minute timed writing
- Demonstrate the ability to touch type in a 5-minute timed writing
- Create and format a business letter in a block style

### Course Objectives

1. Student will learn elementary word processing functions, which will enable students to enter, exit, save, retrieve, and print documents, as well as tabulate and perform line and page formatting techniques.
2. Student will demonstrate ability to keyboard by touch method.
3. Student will show skill and speed ability by improving speed scored by 13 wpm (with 3 errors or less) over the base speed score taken at the end of the fifth week of the course in a 3-minute timed writing
4. Student will show ability to center material attractively on paper by using horizontal, vertical, block and spread centering techniques.
5. Student will demonstrate the proper way to format a business letter in block and modified block style.
6. Students will show how to format a statistical table using open format with column headings.
7. Student will type in proper form a multi-page business report with headings, table of contents, cover sheet and bibliography.
8. Student will proofread all work to be reviewed for misspelled word and incorrect grammar.

### Textbooks

- Textbook: keyboarding & Word Processing Essentials-Microsoft Word 2010, Lessons 1-55, Va VanHuss, S., Forde, C., Woo, D., South-Western Cengage Learning, 18 ed. ISBN-13:978-0-538-49538-7
- Materials: Memory Stick 1GB

### Course Requirements and Instructional Methods

Out of Class Assignments: The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a semester. WASC has adopted a similar requirement.

### Course Grading Based on Course Objectives

#### Methods of Evaluation

<b>Assignments</b>	<b>30%</b>
<b>Tests</b>	<b>30%</b>
<b>Typing Speed/Accuracy</b>	<b>30%</b>
<b>Final Exam</b>	<b>10%</b>

### Attendance

- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. It is the student's responsibility to drop or officially withdraw from the class. See General Catalog for details.
- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.

### Classroom Etiquette

- Electronic Devices: Cell phones and electronic devices must be turned off and put away during class unless otherwise directed by the instructor. Consider: specifics for your class/program
- Food and Drink are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed.
- Disruptive Students: Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the General Catalog.
- Children in the classroom: Due to college rules and state laws, no one who is not enrolled in the class may attend, including children.

### Academic Honesty

- Plagiarism is to take and present as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to correctly 'cite a source', you must ask for help.
- Cheating is defined as fraud, deceit, or dishonesty in an academic assignment or using or attempting to use materials, or assisting others in using materials, or assisting others in using materials, which are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the General School Catalog for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment ;(c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment, (e) use of a commercial term paper service

### **Additional Help – Discretionary Section and Language**

- **Blackboard** support center: <http://bbcrm.edusupportcenter.com/ics/support/default.asp?deptID=8543>
- **Learning Labs:** There are several ‘labs’ on campus to assist you through the use of computers, tutors, or a combination. Please consult your college map for the Math Lab, Reading & Writing Lab, and Learning Services (library). Please speak to the instructor about labs unique to your specific program
- **Library Services:** There is more to our library than just books. You have access to tutors in the learning center, study rooms for small groups, and online access to a wealth of resources.

### **Disabled Student Programs and Services (DSPS)**

Any student with a documented disability who may need educational accommodations should notify the instructor or the Disabled Student Programs and Services (DSP&S) office as soon as possible. The DSP&S office is located in Building 2100, telephone 760-355-6313 if you feel you need to be evaluated for educational accommodations.

### **Student Counseling and Health Services**

Students have counseling and health services available, provided by the pre-paid Student Health Fee. We now also have a fulltime mental health counselor. For information see <http://www.imperial.edu/students/student-health-center/>. The IVC Student Health Center is located in the Health Science building in Room 2109, telephone 760-355-6310.

### **Student Rights and Responsibilities**

Students have the right to experience a positive learning environment and due process. For further information regarding student rights and responsibilities please refer to the IVC General Catalog available online at [http://www.imperial.edu/index.php?option=com\\_docman&task=doc\\_download&gid=4516&Itemid=762](http://www.imperial.edu/index.php?option=com_docman&task=doc_download&gid=4516&Itemid=762)

### **Information Literacy**

Imperial Valley College is dedicated to help students skillfully discover, evaluate, and use information from all sources. Students can access tutorials at <http://www.imperial.edu/courses-and-programs/divisions/arts-and-letters/library-department/info-lit-tutorials/>

**Anticipated Class Schedule / Calendar**

**BUS 154**  
**Keyboarding & Document Processing**  
**Course Outline**

Week	Lessons	Teaching/Learning/Evaluation Content
<b>Pre-assessment</b>		<b>Keyboarding Assessment/Placement</b>
1	1-4	<p><b>Level 1: Lesson 1-25</b>  <i>Module 1: Alphabetic Keys (Lessons 1-13)</i></p> <p>1 Home Row,  Practice Home Row  Textbook Keying page 5  Improve Keystroking  Build Skill</p> <p>2 Warmup  E and N  Textbook Keying page 7  Improve Keystroking  Build Skill</p> <p>3 Review  Warmup  Textbook Keying page 9  Improve Keystroking  Build Skill  Textbook Keying page 10  Timed Writing 1-minute page 10</p> <p>4 Warmup  Left Shift, H, T, Period  Textbook Keying page 11  Learn Left Shift, H, T, (. )  Build Skill</p>
2	5-8 9-13	<p>5 Warmup  R, Right Shift, C, O  Textbook Keying page 13  Learn C and O  Improve Keystroking  Build Skill</p> <p>6 Warmup  W, Comma, B, P  All Reaches Learned  Textbook Keying page 15  Improve Keystroking  Build Skill</p> <p>7 Warmup  Improve Keystroking  Build Skill</p>

Week	Lessons	Teaching/Learning/Evaluation Content
		<p>Textbook Keying Exercise 17 b &amp; c page 17                      Timed Writing 2-minute page 18</p> <p>8 Warmup                      G and (?)                      All Reaches Learned                      Textbook Keying page 19                      Learn x and u                      Improve Keystroking                      Build Skill                      Timed Writing 2-minute page 20</p> <p>9 Warmup                      Q and M                      All Reaches Learned                      Textbook Keying page 21                      V and (')                      Improve Keystroking                      Build Skill                      Timed Writing 3-minute page 22</p> <p>10 Warmup                      Z and Y                      All Reaches Learned                      Textbook Keying page 23                      (") and tab                      Textbook Keying page 24                      Improve Keystroking                      Build Skill                      Timed Writing 3-minute page 24</p> <p>11 Warmup                      Improve Keyboarding                      Build Skill                      Textbook Keying page 26                      Timed Writing 5-minute page 26</p> <p>12 Warmup                      Improve Keystroking                      Textbook Keying page 27                      Build Skill                      Textbook Keying page 28                      Timed Writing 5-Minute page 28</p>

Week	Lessons	Teaching/Learning/Evaluation Content
3	14-17 18-21	<i>Module 2: Figure and Symbol Keys (Lessons 14-25)</i> 14 1 and 8 15 5 and 0 16 2 and 7 17 4 and 9 18 3 and 6 19 \$ and – (hyphen), Number Expression 20 # and / 21 % and !
4	22-25	22 ( and ) and Backspace Key 23 & and : (colon), Proofreader’s Marks 24 Other Symbols 25 Assessment Mid-Course Assessment
5	26-28 29-31	<b>Level 2: Lessons 26-55</b> <i>Module 3: Word 2010 Basics (Lessons 26-31)</i> 26 Getting Started 27 Word 2010 Basics 28 Paragraph Formats 29 Navigate and Review Documents 30 Clipboard Commands and Page Formats 31 Assessment Practice Quiz 3
6	32-34 35-37	<i>Module 4 Memos and Letters (Lessons 32-37)</i> 32 Memos 33 Block Letter Format 34 <i>Block Letter Format with Envelope</i> 35 Modified Block Letter Format 36 Correspondence Review 37 Assessment Practice Quiz 4
7	38-40 41-42	<i>Module 5 Tables (Lessons 38-42)</i> 38 Create Tables 39 Table Tools--Layout 40 Table Tools--Design 41 Tables within Documents 42 Assessment Practice Quiz 5

Imperial Valley College Course Syllabus – BUS 154 Keyboarding & Document Processing

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<b>Week</b>	<b>Lessons</b>	<b>Teaching/Learning/Evaluation Content</b>
	43-45  46-48	<i>Module 6: Reports (Lessons 43-48)</i> 43 Unbound Report with Cover Page 44 Leftbound Report 45 Multiple Page Report 46 Academic Report with Reference Page 47 Report with Footnotes and Endnotes 48 Assessment Practice Quiz 6
8		<i>Module 8 Review and Edit Documents (Lessons 54-55)</i> 54 Review Memos and Letters 55 Review Reports Practice Quiz 8 Final-Course Assessment