



Basic Course Information

Semester:	Fall 2025	Instructor Name:	Guillermo Salgado
Course Title & #:	BUS 154 Beginning Keyboarding & Document Processing	Email:	Guillermo.salgado@imperial.edu
CRN #:	10072	Mobile:	760-554-9081
Classroom:	803	Office #:	809
Class Dates:	August 11 – December 6	Office Hours:	M & W 1pm to 2pm
Class Days:	Monday & Wednesday	Office Phone #:	760-355-5746
Class Times:	11:20 am – 12:45 pm	Emergency Contact:	760-554-9081
Units:	3	Class Format/Modality:	Face to Face. In Seat.

Course Description

This course is designed to teach the student the basic operations of a computer including using alphabet, numeric and symbol keys. The course will also include the basic commands needed to format business documents.

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.



IMPERIAL VALLEY COLLEGE

Textbooks & Other Resources or Links

Publisher: McGraw Hill

Title: College Keyboarding & Document Processing -11th Edition.

Authors: Scot Ober, Jack Johnson, Arlene Zimmerly

ISBN#: 978-007-3372-198

www.mhhe.com/gpd11 McGraw Hill Connect

Course Requirements and Instructional Methods

Students will complete typing lessons, take 1-minute, 2-minute, 3-minute, and 5-minute timed writings.

Students will learn the format of business document, such as, business letters, memorandums, tables, and professional resumes, academic and business reports.

Students will take tests on business documents.

Homework assignments will be keyboarding lessons and business documents.

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:

Assignments 30%.

6 assignments all valued at 50 points each

Typing Speed/Accuracy 30%

6 typing speed tests, all valued at 50 points each.

Tests 30%

3 exams, all valued at 100 points each.

Final Exam 10%

Exam will be cumulative, but valued the same (100 points) as all other exams.

Academic Honesty (Artificial Intelligence -AI)

IVC values critical thinking and communication skills and considers academic integrity essential to learning. Using AI tools as a replacement for your own thinking, writing, or quantitative reasoning goes against both our mission and academic honesty policy and will be considered academic dishonesty, or plagiarism unless you have been instructed to do so by your instructor. In case of any uncertainty regarding the ethical use of AI tools, students are encouraged to reach out to their instructors for clarification.

Accessibility Statement

Imperial Valley College is committed to providing an accessible learning experience for all students, regardless of course modality. Every effort has been made to ensure that this course complies with all state and federal accessibility regulations, including Section 508 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), and Title 5 of the California Code of Regulations. However, if you encounter any content that is not accessible, please contact your



instructor or the area dean for assistance. If you have specific accommodations through **DSPS**, contact them for additional assistance.

We are here to support you and ensure that you have equal access to all course materials.

Course Policies

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. Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.

Financial Aid

Your Grades Matter! In order to continue to receive financial aid, you must meet the Satisfactory Academic Progress (SAP) requirement. Making SAP means that you are maintaining a 2.0 GPA, you have successfully completed 67% of your coursework, and you will graduate on time. If you do not maintain SAP, you may lose your financial aid. If you have questions, please contact financial aid at finaid@imperial.edu.

IVC Student Resources

IVC wants you to be successful in all aspects of your education. For help, resources, services, and an explanation of policies, visit <http://www.imperial.edu/studentresources> or click the heart icon in Canvas.

Anticipated Class Schedule/Calendar

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
Week 1	Syllabus & Introductions	None
Week 2	PART 1 Unit 1: Keyboarding: The Alphabet Unit 2: Keyboarding: The Alphabet	Page 1-20 Page 21 - 36
Week 3	Unit 3: Keyboarding: Numbers & Symbols Unit 4: Keyboarding: Numbers & Symbols Assignment #1 Typing Speed Test #1	Page 37 – 52 Page 53 – 73 Assignment #1 Typing Speed Test #1
Week 4	PART 2 Unit 5: Word Processing & Email Unit 6: Correspondence	Page 74 – 86 Page 87 - 108
Week 5	Unit 7: Reports Unit 8: Tables Assignment #2 Typing Speed Test #2 EXAM #1	Page 109 – 129 Page 130 – 147 Assignment #2 Typing Speed Test #1 EXAM #1



Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
Week 6	PART 3 Unit 9: Correspondence Unit 10: Reports	Page 150 – 167 Page 168 - 190
Week 7	Unit 11: Employment Documents Unit 12: Skill building and In-Basket Review Assignment #3 Typing Speed Test #3	Page 191 – 208 Page 209 – 234 Assignment #3 Typing Speed Test #3
Week 8	MID SEMESTER REVIEW & IN CLASS ACTIVITY	
Week 9	PART 4 Unit 13: Skill Refinement Unit 14: Correspondence	Page 234 – 250 Page 251 – 274
Week 10	Unit 15: Reports Unit 16: Tables Assignment #4 Typing Speed Test #4 EXAM #2	Page 275- 299 Page 300 – 323 Assignment #4 Typing Speed Test #4 EXAM #2
Week 11	Part 5 Unit 17: International Formatting Unit 18: Formal Report Project	Page 324 – 346 Page 347 - 367
Week 12	Unit 19: Medical Office Documents Unit 20: Legal Office Documents Assignment #5 Typing Speed Test #5	Page 368 – 388 Page 389 – 413 Assignment #5 Typing Speed Test #5
Week 13	PART 6 Unit 21: Using & Designing Office Forms Unit 22: Designing Office Publications	Page 414 – 435 Page 436 - 458
Week 14	Unit 23: Online Resumes and Merged Documents Unit 24: Skill building & In-Basket Review Assignment #6 Typing Speed Test #6 EAM #3	Page 459 – 476 Page 477 – 498 Assignment #6 Typing Speed Test #6 EXAM #3
Week 15	Catch up Week	
Week 16	Vacation - Holiday	None
Week 17	Final Exam – EXAM #4	Final Exam – EXAM #4

Subject to change without prior notice