



Basic Course Information

Semester:	Spring 26	Instructor Name:	Professor Ortiz
Course Title & #:	BUS 154: Beginning Keyboarding & Document Formatting	Email:	noel.ortiz@imperial.edu
CRN #:	20070	Webpage (optional):	
Classroom:	BLDG: 800; RM: 803	Office #:	Part-time Faculty Office
Class Dates:	Feb 17th – June 5th	Office Hours:	1:00 PM – 2:00 PM
Class Days:	Monday – Wednesday	Office Phone #:	(760) 222-5029
Class Times:	9:40 AM - 11:05 AM	Emergency Contact:	
Units:		Class Format/Modality:	Face-to-Face

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. (CSU).

Course Prerequisite(s) and/or Corequisite(s)

None

Student Learning Outcomes

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

- 1. In a 5-minute timed writing, demonstrate proper typing posture and technique.*
- 2. In a 5-minute timed writing, demonstrate the ability to touch-type.*
- 3. Create and format a business letter in block style*

Course Objectives

Upon satisfactory completion of the course, students will be able to:

- 1. Demonstrate ability to keyboard by touch method.*
- 2. Show skill and speed ability by improving speed scores by 13 NWPM (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.*
- 3. Learn elementary word processing functions which will enable students to enter, exit, save, retrieve, and print documents; and to tabulate and to perform line and page formatting techniques.*
- 4. Show ability to center material attractively on paper by using horizontal, vertical, block and spread centering techniques.*
- 5. Demonstrate the proper way to format a business letter in block and modified block style.*
- 6. Show how to format a statistical table using open format with column headings.*
- 7. Type in proper form a multi-page business report.*
- 8. Proofread all work to be reviewed for misspelled words and incorrect grammar.*



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Textbooks & Other Resources or Links

VanHuss, S., Forde, C. Woo, D. 2016. *Keyboarding and Word Processing Essentials Lessons 1-55. 20th (Discipline Classic)* Cengage Learning. ISBN: 9781337103022.

Course Requirements and Instructional Methods

Audio Visual

Demonstration

Group Activity

Individual Assistance

Lecture

Simulation/Case Study

Distance Learning

Other (describe)

Course Grading Based on Course Objectives

Category	Percentage	Total Points	Pedagogical Purpose
Weekly Module Assignments (Weeks 1–16)	30%	300 pts	Concept mastery & applied learning
Weekly Discussions (Weeks 1–16)	20%	200 pts	Critical thinking & communication
In-Class Labs / Applied Activities	20%	200 pts	Technology & workplace skill application
Midterm Exam (Week 8)	15%	150 pts	Cumulative knowledge assessment
Final Exam (Week 16)	15%	150 pts	Comprehensive competency evaluation
TOTAL	100%	1,000 pts	Balanced academic + workforce model

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.

Updated 11/2024

Course Policies

✓ Attendance & Participation (Graded Component)

Regular and punctual attendance is essential to student success and class cohesion. Attendance will be **graded weekly**, based on:

- Presence in class
- Prompt arrival and full-time engagement
- Participation in discussions, group work, or activities

✦ Excessive absences (more than two unexcused) will impact your final grade. Please communicate any anticipated absences in advance.

🎓 Academic Integrity

All students are expected to uphold the college's standards of academic honesty. This includes:

- Submitting original work
- Properly citing sources
- Avoiding plagiarism, cheating, or unauthorized collaboration

● Violations will result in disciplinary action, which may include a failing grade for the assignment or the course, in accordance with college policy.

💬 Netiquette & Technology Use

While this is an in-person course, digital devices (laptops, tablets, etc.) may be used for academic purposes only. Please:

- Silence phones before class begins
- Avoid texting, gaming, or browsing unrelated websites
- Communicate respectfully during group chats or shared platforms

✨ Respectful digital and verbal interactions build a positive learning space for all.

🏠 Classroom Behavior

Professionalism and mutual respect are key. Students are expected to:

- Arrive on time and prepared
- Listen actively and allow others to speak
- Maintain a respectful tone even when disagreeing
- Refrain from disruptive behavior (sidebar conversations, sleeping, etc.)

☀ Disruptive behavior may result in dismissal from class or a deduction in participation points.

📅 Deadlines & Make-Up Work

Assignments are expected on the date listed. Late work policies:

- Assignments submitted up to 3 days late may lose up to 20% credit
- After 3 days, work may not be accepted unless prior arrangements are made



- Quizzes or in-class work missed due to unexcused absence may not be made up

 Always communicate early if challenges arise.

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 you are maintaining a 2.0 GPA, have successfully completed 67% of your coursework, and 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

Week	Mod.	Lessons	Pages	Teaching/Learning/Evaluation Content
1	1	1 & 1R 2 3 4 & 4R	1-2, 1-6 1-7 1-9 1-11, 1-13	Module 1: Alphabetic Keys and Skill Builder 1 <ul style="list-style-type: none"> • Home Row, Space Bar, Enter, I; Review; 1R Review; E and N Review: Left Shift, H, T, Period. • Discussion • Lab
2		5 & 5R 6 7 8 & 8R	1-14,1-16 1-17 1-19 1-21, 1-23	<ul style="list-style-type: none"> • R, Right Shift, C, O; 5R Review; W, Comma, B, P Review. G, Question Mark, X, U; 8R. • Discussion • Lab
3		9 & 9R 10 11 12 13	1-24, 1-26 1-27 1-29 1-31 1-33	<ul style="list-style-type: none"> • Q, M, V, Apostrophe; 9R • Z, Y, Quotation Mark, Tab • Discussion • Lab
4	2	14 15 16 17	1-40 1-42 1-44 1-46	Module 2: Figure and Symbol Keys <ul style="list-style-type: none"> • 1 and 8 • 5 and 0 • 2 and 7 • 4 and 9 • Discussion • Lab
5		18 & 18R 19 20 21	1-48, 1-50 1-51 1-53 1-55	<ul style="list-style-type: none"> • 3 and 6, 18R Review • \$ and – (hyphen) • # and / • % and ! • Discussion • Lab



6		22 23 24 & 24R 25	1-57 1-59 1-61, 1-63 1-64	<ul style="list-style-type: none"> • (and), Backspace Key • & and : (colon), Proofreaders' Marks • Other Symbols; 4R • Assessment • Discussion • Lab
7	3	26 27 28 29	2-2 2-10 2-15 2-21	Module 3: Word 2016 Essentials and Skill Builder 3 <ul style="list-style-type: none"> • Getting Started with Word • Text Formats • Paragraph Formats • Format Paragraphs/Navigate Documents • Discussion • Lab
8	3	30 31 SR IR	2-29 2-35 SR IR	<ul style="list-style-type: none"> • Clip Board Commands and Center Page • Palmetto Event Solutions, Inc. • Practice Test 3 (Student Resources) • Assessment 3 (Instructor Resources) • Discussion • Lab
9	4	32 33 34	2-38 2-44 2-50	Module 4: Memos and Letters <ul style="list-style-type: none"> • Memos and Email • Block Letter • Block Letter with Envelope • Discussion • Lab
10	4	35 36 SR 37	2-54 2-58 SR 2-61 & IR	<ul style="list-style-type: none"> • Modified Block Letter • Palmetto Event Solutions, Inc. • Practice Test 4 • Assessment 3 & 4 + Instructor Resources • Discussion • Lab
11	5	38 39 40	2-63 2-69 2-74	Module 5: Tables <ul style="list-style-type: none"> • Create Tables • Table Tools—Layout • Table Tools—Change Table Structure • Discussion • Lab
12	5	41 42 SR IR	2-79 2-85 SR IR	<ul style="list-style-type: none"> • Table Tools-Design and Tables Within Documents • Palmetto Event Solutions, Inc. • Practice Test 5 • Assessment 5 • Discussion • Lab
13	6	43	2-89	Module 6: Reports <ul style="list-style-type: none"> • Unbound Reports



		44 45	2-96 2-103	<ul style="list-style-type: none"> • Leftbound Reports • Multiple-Page Reports • Discussion • Lab
14	6	46 47 48 SR	2-110 2-118 2-123 SR	<ul style="list-style-type: none"> • Reports in MLA Style • Reports in APA Style • Palmetto Event Solutions, Inc. • Practice Test 6
15	6 & 7	49 50 51 52	2-128 & IR 2-130 2-139 2-146	<ul style="list-style-type: none"> • Assessment 5 & 6 + Instructor Resources • Module7: Graphics • Pictures, Online Pictures, and Video • SmartArt and WordArt • Documents with Columns • Discussion • Lab
15	7 & 8	53 SR IR 54-55	2-151 SR IR 2-155	<ul style="list-style-type: none"> • Palmetto Event Solutions, Inc. • Practice Test 7 • Assessment 7 • Module 8: Palmetto Event Solutions • Palmetto Event Solutions, Inc. • Discussion • Lab
16	8 & 9	54-55 Unnumbered Lessons	2-155 2-162 2-173	<ul style="list-style-type: none"> • Palmetto Event Solutions, Inc. • Module 9: Real-Time Co-Authoring on One Drive • Real-time Co-authoring on One Drive • Palmetto Event Solutions • Discussion • Lab

Subject to change without prior notice