BIS 1201: Keyboarding and Document Formatting
Credit Type – **Proficiency**

Course Description and Learning Outcomes:
https://www.sinclair.edu/course/params/subject/BIS/courseNo/1201/
Faculty Pathway Specialist(s) (Please include name, email and office hours**):**
Jennifer Romero (please contact jennifer.romero@sinclair.edu for availability)
Resources Needed to Offer Course (software, equipment, books [include ISBN and edition], etc. – please include any associated costs):
Instructors can use any textbook to teach and assess touch keyboarding skills- a full classroom set is required. In addition, reference documents, practice, documents and specific instructions will be loaded into eLearn.
How is the final grade for the course determined? (Please list all required assignments, assessments, etc.)
The final grade is determined by a 3-minute timed writing in GDP software, 3 documents produced in Word and loaded into GDP for grading.
Who is responsible for grading the required assignments and/or assessments? (faculty or instructor?)
Sinclair Faculty is responsible for grading the assignments.
What is the grading scale for the course?
Standard Sinclair grading scale is used for this course: A-90-100, B-80-89, C-70-79, D-60-69, F below 60.
Must students access the e-Learn shell regularly to complete requirements?
There are practice documents provided in the e-Learn shell that are not counted in the final grade.
Does the course require access to YouTube, Google Drive, etc.?
N/A
Additional course details or requirements important for instructors not covered above:
The e-Learn shell is used to provide information to student and study materials only.
Most common (or popular) degrees this course is in?
See Next Page.

Program Impact Report

Start Date		End Date		Department		BIS-1201	

Program Code	Program Name
⊟ BIS-1201 Keyboarding & Document Formatting	
BUIP.S.CRT	Business Information Systems/Information Processing
BUMS.S.CRT	Business Information Systems/Medical Office Specialist
CC.S.STC	Call Center/Customer Service
CST.S.STC	Customer Service Technician
PCB.S.CRT	Business Information Systems/Personal Computers in Business
SA.S.STC	Software Applications for the Professional
SUP.S.CRT	Computer Support Technician
TES.S.ATS	Electric Vehicle Service Technician
BUIP.S.CRT	Business Information Systems/Information Processing
BUMS.S.CRT	Business Information Systems/Medical Office Specialist
CC.S.STC	Call Center/Customer Service
CST.S.STC	Customer Service Technician
PCB.S.CRT	Business Information Systems/Personal Computers in Business
SA.S.STC	Software Applications for the Professional
SUP.S.CRT	Computer Support Technician
TES.S.ATS	Electric Vehicle Service Technician

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