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**):**	
Cheryl Reindl-Johnson (please contact cheryl.reindl-johnso@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.	
What is the ideal format for course delivery – in person, online or blended? To what extent could this course be offered online if necessary?	
This course can be taught fully online, no face-to-face meetings are required.	
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