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

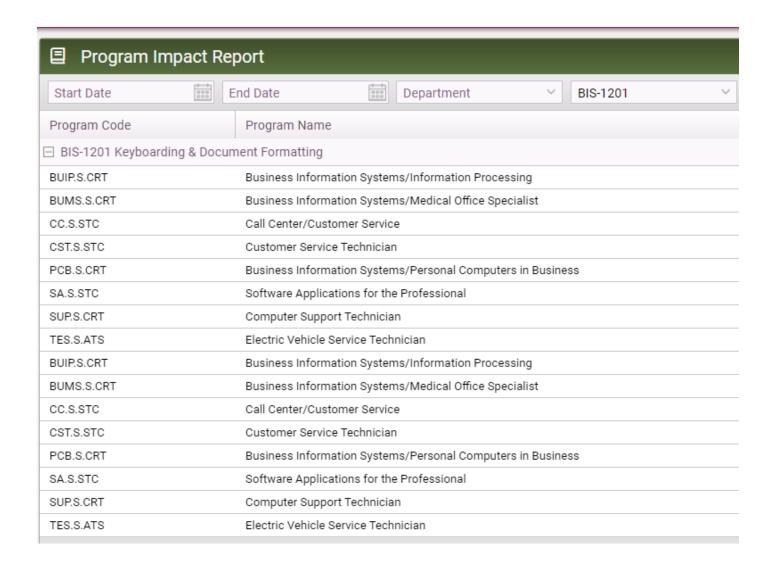
Additional course details or requirements important for instructors not covered above:

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.

22-23 AY 1



22-23 AY 2