

# BIS 1201: Keyboarding and Document Formatting

## Credit Type – Proficiency



MIAMI VALLEY  
**TECHPREP**  
CONSORTIUM

<b>Course Description and Learning Outcomes:</b>
<a href="https://www.sinclair.edu/course/params/subject/BIS/courseNo/1201/">https://www.sinclair.edu/course/params/subject/BIS/courseNo/1201/</a>
<b>Faculty Pathway Specialist(s)</b> (Please include name, email and office hours):
Cheryl Reindl-Johnson (please contact <a href="mailto:cheryl.reindl-johnso@sinclair.edu">cheryl.reindl-johnso@sinclair.edu</a> for availability )
<b>Resources Needed to Offer Course</b> (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.
<b>What is the ideal format for course delivery – in person, online or blended? To what extent could this course be offered online if necessary?</b>
This course can be taught fully online, no face-to-face meetings are required.
<b>How is the final grade for the course determined?</b> (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.
<b>Who is responsible for grading the required assignments and/or assessments?</b> (faculty or instructor?)
Sinclair Faculty is responsible for grading the assignments.
<b>What is the grading scale for the course?</b>
Standard Sinclair grading scale is used for this course: A-90-100, B-80-89, C-70-79, D-60-69, F below 60.
<b>Must students access the e-Learn shell regularly to complete requirements?</b>
There are practice documents provided in the e-Learn shell that are not counted in the final grade.
<b>Does the course require access to YouTube, Google Drive, etc.?</b>
N/A
<b>Additional course details or requirements important for instructors not covered above:</b>
The e-Learn shell is used to provide information to student and study materials only.
<b>Most common (or popular) degrees this course is in?</b>
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