Course Inventory Change Request

Date Submitted: 12/11/15 4:01 pm

Viewing: **CIS 1140: Basic Keyboarding**

Last edit: 12/11/15 4:01 pm

Changes proposed by: d00038752

Catalog Pages referencing this course

[Associate of Applied Science in General Marketing]

<table>
<thead>
<tr>
<th>Course Prefix:</th>
<th>CIS</th>
<th>Course Number:</th>
<th>1140</th>
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<tbody>
<tr>
<td>Effective Semester:</td>
<td>Fall 2016 2013</td>
<td></td>
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<tr>
<td>Department:</td>
<td>Business (BUS)</td>
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<td>School:</td>
<td>School of Business &amp; Communication</td>
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<td>Course Title:</td>
<td>Basic Keyboarding</td>
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<td>Short Course Title:</td>
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<td>Secondary Grade</td>
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**Approval Path**

1. 12/22/15 11:47 am
   Munir Mahmud (mahmud): Approved for BUS Chair
2. 12/28/15 1:21 pm
   Kyle Wells (kwells): Approved for BU Dean

https://newcatalog.dixie.edu/courseleaf/approve/?role=admin
Type:

Instructor Permission Required: No

Repeatable for Credit: No

Schedule Type: Individualized Instruction

Catalog Prerequisites? No

Corequisites? No

Course/Lab Fee? Yes

<table>
<thead>
<tr>
<th>Fee Amount</th>
<th>Fee Deposit Index Code</th>
<th>Fee Justification</th>
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<tbody>
<tr>
<td>6</td>
<td>BUS303</td>
<td>Fee to cover software for testing and coursework.</td>
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Instruction Index Code: TEC100

GE Status Requested: No

Catalog Description

For students with no prior keyboarding skills. Hands-on, self-paced course designed to help students learn beginning keyboarding skills and techniques. **Students who type at a rate of 25 wpm or better should not register for this course.** Successful completers will exit the course with speeds up a minimum speed of 25 wpm, and are advised to 30wpm, and are advised to enroll in CIS 1150 for further development.

Course Rotation: Fall (every) Spring (every)
CIS 1140: Basic Keyboarding

1/12/2016

Summer (every)

Justification for course/change:
Change in description to let students know who should be enrolling in the course (students who type at a rate less than 25 words per minute). No other changes than to input information not automatically filled in by the system.

Library Resources Adequate: Yes
Tech Resources Adequate: Yes

Course Learning Outcomes:

Course Reviewer Comments

Key: 250