

**Hagerstown Community College**  
**OFFICIAL MASTER SYLLABUS DOCUMENT**

**COURSE: IST 105 Fundamentals of Word Processing**

**CREDITS: 3**

**INSTRUCTOR:**

**SEMESTER/YEAR:** Spring 2016

**COURSE DESCRIPTION:** Students will learn skills required for creating, printing, and editing Word documents; formatting documents; maintaining documents; customizing documents; creating tables and charts; and enhancing documents with special features. Advanced topics such as mail merge, tracking changes, creating templates and forms, work with long documents, OLE, and macros Credit-by-exam testing is available for this course. Laboratory fee required. Prerequisite: IST 102. Semesters offered: Fall, Spring, Online (Fall)

**TEXTBOOK:** Go with Microsoft Office: Word 2013 Comprehensive, Gaskin, Ferrett and Martin. Pearson/Prentice Hall.

**STUDENT LEARNING OUTCOMES:**

- Create, edit, modify, and format new and existing documents
- Analyze a workplace scenario and generate the appropriate document using Word tools & utilities
- Will be prepared to take the Microsoft Word Exam, Expert level
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**TOTAL HOURS OF COURSEWORK:** To earn one academic credit at HCC, students are required to complete a minimum of 37.5 clock hours (45 fifty-minute “academic” hours) of coursework per semester. Those hours of coursework may be completed through a combination of hours within the classroom and hours outside the classroom. Certain courses may require more than the 37.5 minimum hours of coursework per credit. For most classes, students should expect to do at least 2 hours of coursework outside of class for each hour of in-class coursework.