

**Hagerstown Community College**  
**OFFICIAL MASTER SYLABUS DOCUMENT**

**COURSE:** IST 101 Basic Keyboarding – 1 credit

**INSTRUCTOR:**

**SEMESTER/YEAR:** Fall 2017

**COURSE DESCRIPTION:** Through computer-based instruction, students will learn to key the alphabetic, numeric, and symbol keys to touch to develop a fundamental keyboarding skill. This individualized approach to learning allows for more student/teacher interaction. Credit-by-exam testing is available for this course. Course fee required. Total of 15 hours of lecture.

**TEXTBOOK:** Paradigm Keyboarding, Sessions 1-30 Mitchell, King, and Kapper, 2013 (6th edition). Other readings available on Moodle.

**STUDENT LEARNING OUTCOMES:**

- Students will be able to key a minimum of 18 words per minute with no errors using the correct fingers and with proper form and ergonomic techniques.
- Students will be able to proofread their work by finding and identifying their errors.

**Total Hours of Coursework:**

To earn one academic credit at HCC, students are required to complete a minimum of 37.5 clock hours (15 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.

**Minimum clock hours required for this course**

	Online Assignments/Assessments <b>37.5 hours required</b>
In-class “lecture”	37.5 hours
Reading chapters	
Quiz/activity for each chapter	Included in lecture time
Research project	
4 lecture exams	
Cumulative final exam (Academic Testing Center)	Included in lecture time
<b>Total Hours</b>	<b>37.5 hours</b>

**Services for Students with Disabilities:** Students may receive reasonable accommodations if they have a diagnosed disability and present appropriate documentation. Students seeking accommodations are required to contact the Disability Support Services (DSS) office as early as

possible. Students may contact a DSS staff member for an appointment at [dss@hagerstowncc.edu](mailto:dss@hagerstowncc.edu) or at 240-500-2530.