

Hagerstown Community College

Master Syllabus

COURSE: IST 100 Computer Basics – 1 credit DATE: Spring 2018

INSTRUCTOR:

COURSE DESCRIPTION:

This course is intended to introduce the student to Window-based PCs. Students will learn how to control and manage files using Windows file management. Topics will include: turning on the computer; mouse movement; inserting CD, floppy disks, and micro drives; the Windows environment; naming, renaming, saving, organizing files and folders; and e-mail using HCC’s student e-mail account. Laboratory fee required. Semesters offered: Fall, Spring, Summer. 1 Credit

TEXTBOOK:

Practical Computing, 3rd ed.- Prentice Hall, 2013

Go! With Microsoft Office 2013, Pearson, 2014

STUDENT LEARNING OUTCOMES:

- Navigate a computer desktop, including starting programs, using files, folders, windows, finding and basic control panel settings.
▪ Demonstrate basic file management including disk formatting, saving, copying, deleting, backing up, using properties and organizing files and folders.
▪ Send, retrieve, maintain e-mail.
▪ Use address books, attachments, signature files and basic folder organization.
▪ Familiarity with popular productivity software applications.

MINIMUM CLOCK HOURS REQUIRED FOR THIS COURSE

Table with 3 columns: Activity, DIRECT Faculty Instruction In-class, and Student Work Out of Classroom. Rows include In-class 'lecture', Reading/Practice chapters, Quiz/activity for each chapter, Cumulative final exam, and Total Hours.

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.