

Hagerstown Community College Master Syllabus

IST100 Computer Basics

Course Information

Course #: Course Title IST100 Computer Basics
1 Credit
Semester Year Spring 2019

Instructor Information

Course Description

This course is intended to introduce the student to Microsoft-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 managing files and folders; and email using HCC's student email account. Limited word processing will be covered. Students may test out of this course by taking the SALI computer placement exam. Course fee required. Total of 15 hours of lecture.

Textbook and Course Materials

Computer Literacy Pearson 2016, 978-1-269-49585-2. Other readings may be provided by Instructor.

Student Learning Outcomes

- Students will be familiar with computer hardware
- Students we comfortable with Windows 10 and file management
- Students will be comfortable using Moodle, e-mail, and internet
- Students will be able to perform basic functions of Word, Excel, and PowerPoint

Definition of Credit Hour: Classroom Courses

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 in 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 complete at least 2 hours of coursework outside of class for each hour of in-class coursework.

Classwork type	DIRECT Faculty Instruction In-class 37.5 h required	Student Work Out of Classroom 75 h required
In-class "lecture"	37.5 h	
Reading chapters		24 h
Training/Projects/assignments for each chapter	Included in lecture time	50 h
4 Research project		10 h
9 exams		39 h exam prep
Total Hours	37.5 h	123 h

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 or at 240-500-2530.