

Hagerstown Community College Master Syllabus

IST 101: Basic Keyboarding

Course Information

IST 101: Basic Keyboarding

1 Credit

Spring 2019

January 7 through April 29, 2019

Web class

Instructor Information

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.

Textbook and Course Materials

Keyboard Mastery; Ellsworth Publishing Co. 2017 [ISBN 9780997560923]

Other readings available on Moodle.

Student Learning Outcomes

- Students should be able to key a minimum of 25 words per minute with two or fewer errors using the correct fingers and with proper form and ergonomic techniques on both the keyboard and the 10-key numeric keypad
- Students will be able to proofread their work by finding and identifying their errors.

Course Content Objectives

- To operate by touch the letter, number, and symbol keys
- To demonstrate proper keying technique
- To identify and count keying errors and determine speed
- To key 28 words a minute on a two-minute timing with no more than two uncorrected errors
- To use the correct spacing with punctuation
- Use of the numeric keypad

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 hours required	Student Work Out of Classroom 75 hours required
In-class lecture and discussion	37.5 hours	
Reading		15 hours
Quiz/chapter activities		10 hours
Cumulative final exam	Included in lecture time	15 hours
Total	37.5 hours	75 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. Students may contact a DSS staff member for an appointment at dss@hagerstowncc.edu or at 240-500-2530.