

Hagerstown Community College Master Syllabus

IST105-01: Fundamentals of Word Processing

Course Information

IST105-01: Fundamentals of Word Processing

3 Credits

Spring 2019

Instructor Information

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 (Spring)

Textbook and Course Materials

Go with Microsoft Office: Word 2016 Comprehensive, Gaskin, and Vargas. 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

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. Since this is an online class, all coursework will be done outside of the classroom.

Assignments That Make Up the Course Grade

Course assignment	Percentage of course grade	How to submit	Due
Discussion Boards (4)	9%	Moodle	Various times throughout the semester
Chapter Assessments (12)	36%	Moodle	
Exams (3)	55%	Moodle	

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.