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

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

<table>
<thead>
<tr>
<th>Course assignment</th>
<th>Percentage of course grade</th>
<th>How to submit</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion Boards (4)</td>
<td>9%</td>
<td>Moodle</td>
<td>Various times throughout the semester</td>
</tr>
<tr>
<td>Chapter Assessments (12)</td>
<td>36%</td>
<td>Moodle</td>
<td></td>
</tr>
<tr>
<td>Exams (3)</td>
<td>55%</td>
<td>Moodle</td>
<td></td>
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**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.