Course Number:	IST102 PC Applications – Full semester
Hours:	**Lecture** - 3, **Lab** - 0, **Credits** - 3
Prerequisite(s):	None
Term:	Spring 2022
Faculty:	Debbi Remillard, Full Professor
Faculty Accessibility:	Via email and Zoom
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This syllabus is to be used as a guide; it contains information about the course, how it will be taught, what will be required of students, and assessment methods that will be used. All information is subject to change at any time.

Course Description

The course introduces students to desktop applications with an emphasis on topics from a user perspective. Topics include use of an operating system, a word processor, a spreadsheet, presentation software, Internet and hardware and software considerations.

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Learning Outcomes

Educated Person Statement of Philosophy

Upon completion of this course, students will be able to use the following features:

Word Concepts:

- Spell check/Synonyms
- Copy/move text
- Find/Replace text
- Font/font size/color/styles
- Alignments/Margins/Line Spacing
- Insert Text from File
- Applying/Creating Heading style
- Convert Text to Table
- Insert and format online picture
- Insert footnotes
- Insert citations/works cited page
- SmartArt & formatting
- Insert & crop picture
- Insert hyperlink
- Bulleted/Numbered lists
- Insert/Size Screenshot
- Hard page break
- Add text borders/shading
- Insert header/footer/page numbers
- Suppress first page
- Table of Contents
- Cover Page
- Small Caps format
- Format Painter
- Column layout & column break
- Table & formatting
- Page border & page color

PowerPoint Concepts:

- Insert new slide
- Change bullet levels
- Move slides
- Change theme
- Insert or convert to SmartArt
- Insert Shapes
- Insert and Edit Pictures
- Backgrounds
- Insert Icons
- Add and Format a Table
- Add and Format a Chart
- Insert Hyperlink to Text
- Change slide layout
- Notes Pane
- Transitions
- Add Footer to Notes & Handouts
- Change and Remove Bullet Symbols
- Character Spacing
- Applying Animations
- Apply Design Ideas
- Reuse Slides
- Insert and Edit Video
- Insert Screenshot of Webpage

Excel Concepts:

-Entering data
-Change font/font size
-Widen columns
-Wrap text
-Merge & Center
-Formulas
-Copy formulas & cells
-Cell style color
-Insert rows
-Margins/Orientation
-Conditional formatting
-Text alignment
-Absolute reference
-Copy sheet
-Editing multiple sheets
-AVERAGE function
-MAX & MIN functions
-IF function
-SUM function
-Percent number format
-Total cell style
-Name sheet tab
-Header & footer
-Preview worksheet
-Row heights
-TODAY function
-COUNT (A) functions
-Copy sheet
-Multiplication formula
-Sort list
-Filter list
-Pie chart sheet
-Column/bar chart
-Editing charts
-Linking data to Summary sheet
-Footer to chart sheet

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Course Materials and Resources

Textbooks, Required:

None

Materials, Required:

None

Software, Required:

Microsoft Office (version 2019 or 365)

So RIGHT AWAY, check your personal computer to see if Office 2019/365 is available. The best version to have is Office 365. If you do not have any of these versions on your home laptop/desktop or you want to update to Office 365, you can download this software for FREE through your CCSNH email account. Log into your ccsnh email account, click the "box of squares" button in the upper left corner and click on the Office 365 link. After clicking on this link, you will see a button to download the software (do not use the Online versions of the applications that you see listed). This link is good for Windows or Mac operating systems.

If you have issues with the download process, please contact the NHTI Help Desk directly at nhtihelpdesk@ccsnh.edu or at 603-230-4063

Disclosure I - You cannot use other "office" type products like Google Docx, Word Perfect, Open Office, etc. The instructions are specific to Microsoft products and some items will not be available with other applications. You also cannot use the Online Office applications. These are Microsoft products, but they do not include all the features we will be using. So please do NOT rely on the Online Word, Online PowerPoint, Online Excel to complete our exercises.

Disclosure II – if you are using a Mac at home, you will be able to complete almost all of the required features for this course. One that really is an issue is inserting a YouTube video and/or a video file into a PowerPoint slide. The posted instructions will not work as is. Of course, this can be done on a Windows computer, so if you have access to one, complete that task on a Windows computer. Also, I have a little experience with the Mac environment, so you will have to troubleshoot any other issues that you many encounter. Google it, that's what I do!

Disclosure III – Google Chromebook will not support the Office version that is needed for this class. It will allow the online version and the Office app but not the full version.

You should have this software downloaded and ready to use on the first day of class.

Resources, Suggested:

Instructional videos posted on Canvas

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Canvas Orientation

If this is your first time using Canvas at CCSNH, please complete the Canvas student orientation to familiarize yourself with its navigation and use.

Available Technical Support

If you need help navigating this course, explore the Canvas Student Guide. The Student Guide, Chat, and Phone offer helpful information and are always found by clicking on the help button on the bottom-right of every page in Canvas.

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Instructional Approach

All my classes are 100% online this semester. This designation means there are no scheduled online meetings with me or other students. My approach to this course is to allow you plan your weekly schedule to complete the required assignments by the due dates. I highly suggest that you do not wait until the last day to start exercises because if you have issues with your computer or the instructions, you are then limited on time.

I will also make myself available 7 days a week for email messages and Zoom meetings. Since I will not be on campus, I will be near my computer all day. Please contact me with any questions you may have.

As for assignments, all instructions, announcements, files, Instructional videos, and due dates will be available on Canvas. There are weekly due dates with several files that need to be submitted to Canvas. You will read through the instruction sheets, use the files to complete those instructions. I also have examples of the completed exercises available for comparison before submitting.

Most importantly, I want students to reach out to me if you struggle! Some of you enjoy online classes and some have never taken an online class. If you are having troubles with planning your week of classes, work, family, etc. please let me know. If you are confused about the software,

Canvas, other technology, please let me know. If you do not understand my instructions, please let me know. This could be the difference between passing and failing the class. Remember, I'm here for you and I truly want you to succeed!

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Assessment of Learning

Assignment/Assessment Descriptions

Assignments -- (40% of final grade):
Weekly exercises include several assignments, which will teach and then reinforce the skills for that week. These could include features and tasks from Office 2019/365, reviews to prepare for exams, or research of general computer topics. Due dates are found in this syllabus and in several places on Canvas. Files will be collected from students via Canvas. Note: When you submit files, I may correct them before the due date arrives. However, you cannot fix any errors and repost the file for a new grade. Once it is graded you cannot resubmit it.

Exams -- (20% of final grade):
Exams will test you on the skills you have learned through the Assignments including the Reviews. They will be given after each application (PowerPoint, Excel, Word). Only 1 file can be submitted, so be sure it is the correct file. You can use any materials used in this class to complete the exam.

Final Project (30% of final grade):
The Final Project is completed by the student using the Internet, Word, Excel, and PowerPoint and is due at the end of the course. The 3 parts are graded individually but averaged together for the Final Project grade. Files are submitted via Canvas and no late projects are accepted.

Professionalism (10% of final grade):
This piece considers your overall attitude and professionalism, ability to apply learned concepts to projects. Behavior like meeting deadlines, asking questions, completing assignments and assessments in a timely manner, ability to efficiently solve problems, etc. will be looked at. These qualities could mean the difference between an F and D- or a B+ and A-, for example.

Grading Criteria and Grade Calculation

Category	% of Final Course Grade
Assignments	40%
Exams	20%
Final Project	30%
Professionalism	10%
Total	**100%**

Grading Schema	
A	93-100
A-	90-92
B+	88-89
B	83-87
B-	80-82
C+	78-79
C	73-77
C-	70-72
D+	68-69
D	63-67
D-	60-62
F	Below 60

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Course Schedule

Date	Subject	(subject to change)	Due Date (by midnight)
Jan 18	Introductory Exercises		Thu, Jan 20
Jan 18	Word Module 1	Reply email sent	Sun, Jan 23
Jan 24	Word Module 2	Last week for Zoom meeting	Sun, Jan 30
Jan 31	Word Module 3 Word Templates		Sun, Feb 6 Sun, Feb 6
Feb 7	Word Review		Sun, Feb 13
Feb 16 (Wed)	Word Exam PowerPoint Module 1		Sun, Feb 20 Sun, Feb 20
Feb 21	PowerPoint Module 2		Sun, Feb 27
Feb 28	PowerPoint Module 3 PowerPoint Review		Sun, Mar 6
Mar 9 (Wed)	PowerPoint Exam Final Project Introduced		Sun, Mar 13 Mon, May 2
Mar 14	Spring Break!!		
Mar 21	PowerPoint Errors Excel Prep file		Sun, Mar 27 Sun, Mar 27
Mar 28	Excel Module 1		Sun, Apr 3
Apr 4	Excel Module 2		Sun, Apr 10
Apr 11	Excel Module 3		Sun, Apr 17
Apr 18	Excel Review Excel Errors		Sun, Apr 24
Apr 27 (Wed)	Excel Exam Final Project Due		Sun, May 1 Mon, May 2

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Course Notices

Faculty Email Response Time

Questions regarding coursework will be answered as soon as possible via email/Canvas Inbox (this is the best way to contact me). If there is an issue you would like to discuss over the phone, email me with your phone number. Sometimes it is better to meet via Zoom, which allows us to video chat and share files, so let me know if that method works for you.

Posting of Grades

All individual assignments/reviews/exams/etc that are submitted will be corrected then grades posted with comments on Canvas on a weekly basis. Also running averages will be updated as grades are entered. If you need a better explanation of my feedback, please let me know right away.

Attendance Policy

This semester, all my classes are 100% online. Before we begin, YOU MUST email me with confirmation that you will be participating in this course. I would have already emailed you via the Canvas Inbox with this request. To receive the first points of the semester, email me a HI! through the Canvas Inbox

Communication in this course is extremely important. This includes submitting completed assignments to Canvas and asking questions/keeping me updated through email. If you do not understand an instruction or are confused as to what assignments are due, please email me. If non-school issues come up that prevent you from completing your work, let me know. I cannot work with you to succeed if I don't know you need help.

I will be asking all students to schedule a Zoom meeting with me at the beginning of the semester. Zoom is a video conferencing/FaceTime type of application that can be used for file sharing or just to have a discussion face to face. Zoom works with Windows or Mac operating systems.

Students must stay in touch with me on a regular basis. Submitting work to Canvas is sufficient, since I know you are still active in the class. A student who has not had contact with me for 2 consecutive weeks will be dropped from my class, barring extraordinary circumstances. If you encounter one of these circumstances, contact me immediately.

Late Assignment Policy

Assignments and projects have deadlines. Keep track of these deadlines using a physical calendar or on your phone. Due dates are found in this Syllabus, on Canvas in the Grades link, and on each assignments in the Modules link. There is no reason for not knowing your due dates!! All completed files will be submitted to Canvas. If your work is going to be late due to illness or personal issues, contact me as soon as possible. You are allotted late submission ONCE in the semester, so you might not want to use it too soon. However, you will still need my permission to submit late.

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Academic Affairs Notices

Students are responsible for reading the Academic Affairs Notices. This is also found in our Canvas course in the Syllabus button. These are the same for each course at NHTI and are updated each semester.