

## Lakes Region Community College

379 Belmont Road  
Laconia, NH 03246  
(603) 524-3207

### COURSE OUTLINE/SYLLABUS SHEET

- **COURSE NO:** CIS136L ZZ/FX/ES
- **COURSE TITLE:** Fundamentals of Information Technology
- **CREDIT HOURS:** 3
- **SEMESTER:** Fall 2022
- **INSTRUCTOR NAME:** Karen Boutwell
- **E-MAIL ADDRESS:** kboutwell@ccsnh.edu
- **OFFICE LOCATION:** CAT 206
- **CONFERENCE HOURS:** **By Appointment – (cell) 603-986-7490**

Sometimes additional time or one-on-one assistance is needed. The instructor is normally available during the conference hours listed above-or you may make an appointment with the instructor for other times.

- **PREREQUISITES:** None

**COURSE DESCRIPTION:** This course introduces computers and computer networking. The introduction to computers portion of the courses covers computer hardware, principles of computer operations, operating systems, representing data digitally, programming, the World Wide Web and digital security.

- **TEXT/INSTRUCTIONAL MATERIALS AND EQUIPMENT NEEDED:**
  - Required: TestOut Software - IT Fundamentals Pro ISBN: 978-1-935080-70-1
- **GRADING:**

Evaluation		Grading Scale			
Homework/Labs	35%	A	93-100	C	73-76
Discussion Posts	20%	A-	90-92	C-	70-72
Research Paper (Includes proposal and final paper)	25%	B+	87-89	D+	67-69
Final Exam	20%	B	83-86	D	63-66
		B-	80-82	D-	60-62
		C+	77-79	F	00-59

COURSE OUTCOMES/COMPETENCIES: At the completion of this course, the learner will:

1. Understand basic computer components and types of software
2. Understand different operating systems and user interfaces
3. Understand basic computer networking to include networking media and topologies; network standards, models, and protocols; Ethernet LANs; TCP/IP and the Internet
4. Be able to discuss various career options in computer fields.
5. Be able to discuss current topics in the Computer Industry.
6. *COMPETENCIES – Word – specifically APA Format*

- **EVALUATION SUMMARY**

**Homework/Labs:** There are weekly practice questions and labs for each chapter/section. These are typically virtual/multiple-choice questions and may be attempted as many times as you like, with the highest score used as the final grade. Homework will also be assigned as needed and must be completed before the next class.

**Exams:** There will be an exam at the end of the class covering what we have gone over throughout the semester.

**Research Paper:** A Research Paper will be assigned as outlined in the Module section of our class in Canvas. Please familiarize yourself with APA format. This will be a requirement for the paper.

**Discussion Posts:** These are to be done as indicated in the syllabus and are meant for students to interact with classmates on the subject matter. They must include cited resources using APA format.

- **ATTENDANCE AND PARTICIPATION:**

Student attendance will be monitored electronically on a weekly basis. Any student who misses 3 or more classes or who has not made sufficient academic progress will be in danger of being withdrawn from or failing the class. In addition, it will be necessary to complete each assignment in a timely manner.

**Late Work:**

Since the coursework is scheduled electronically, it is important that the student keep pace with the course calendar. Class work is due the Sunday following the class in which we cover the material, by 11:59pm. (For example, class homework listed for a Monday, Aug 28 class is due Sunday, Sept 3 by 11:59pm) For late work, each day it is late you will be deducted 5% for every day past the due date. (Example, the same Aug 28 class homework, if you turn it in Aug. 29th the highest percentage you can earn is 95%, Aug. 30th turn in 90% possible, etc.)

Students are expected to contact the instructor at any time when problems or questions arise. Questions will be answered either by e-mail, phone or by appointment (usually) within 24 hours. If for some reason you do not receive a response within 48 hours, it is possible I did not receive it. Please try again.

## **ONLINE CLASSROOM RULES OF CONDUCT**

- Students have the right to express themselves and participate freely in an online class. However, they are expected to treat each other and the instructor with courtesy and respect.
- Offensive or inappropriate language is not to be used in any form of communication e.g., emails, discussion postings, group projects, submitted assignments.
- Students are allowed to disagree with each other or the instructor but must do so in a civil manner.

- The discussion area of the course is reserved for postings related to course work only. Postings of a personal or non-academic nature are not permitted and may be removed by the instructor should they appear.
- Grades and personal issues should be handled by private email or chat to the instructor.
- Emails or chats to the instructor that are considered offensive or inappropriate will be sent back to the writer with a request to rewrite and resubmit. If students receive inappropriate emails from others in the class, they should notify the instructor and appropriate action will be taken.
- Students are expected to submit work which is their own. Plagiarism or cheating will not be tolerated.
- Be prepared each week with the readings and assignments.

### **Academic Honesty:**

Students are expected to submit their own work. Any student caught cheating will receive an “F” for the course.

**All assignments are required. All work must be completed by December 14th by 11:59 pm. When the last class is done, grades are closed!**

### **NOTICE OF NON-DISCRIMINATION**

Lakes Region Community College does not discriminate in the administration of its admissions and educational programs, activities, or employment practices based on race, color, religion, national origin, age, sex, disability, political affiliation, veteran status, sexual orientation, or marital status. This statement reflects the mission of the Community College System of New Hampshire and LRCC and refers to, but is not limited to, the provisions of the following laws:

- Titles VI and VII of the Civil Rights Act of 1964
- The Age Discrimination Act of 1967
- Title IX of the Education Amendment of 1972
- Section 504 of the Rehabilitation Act of 1973
- The Americans with Disabilities Act of 1991
- Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974
- NH Law Against Discrimination (RSA 354-A)

Inquiries regarding discrimination may be directed to **Patrick Cate**, Lakes Region Community College, (603) 524-3207, or to **Sara A. Sawyer**, Director of Human Resources for the Community College System of New Hampshire, 26 College Drive, Concord, NH 03301, (603) 271-6300. Inquiries may also be directed to the US Department of Education, Office of Civil Rights, Region 1, 1875 JFK Federal Building, Boston, MA 02203, (617) 565-1340; the NH Commission for Human Rights, 2 Chennell Drive, Concord, NH 03301, (603) 271-2767; and/or the Equal Employment Opportunity Commission, JFK Federal Building, Boston, MA 02203, (617) 565-3200.

### **Diversity, Equity, and Inclusion Statement**

The content of this course is designed to challenge your viewpoints and perspective as part of your learning experience. It is my intent that students from all backgrounds and perspectives are well-served by this course. Students' learning needs will be addressed both in and out of class, and the diversity of students will benefit the class and will be considered a resource and strength. Materials and activities presented in class will respect diversity including gender identity, sexuality, disability, age, socioeconomic status, ethnicity, race, nationality, religion, and culture.

- Discuss privately with me if you feel your success in the class is being impacted by experiences outside of class. I am always open to listening to students' experiences and want to find acceptable ways to process and address the issue.
- If you feel that something offensive occurred regarding DEI topics in class (by anyone) that made you feel uncomfortable, please let me know.
- Please make me aware if you have a name and/or set of pronouns that are different from those appearing on your official records.
- I encourage you to seek out other resources, such as an academic advisor or another trusted faculty member, if you feel more comfortable addressing issues with these individuals. Anonymous feedback can be submitted through this link. (<https://www.lrcc.edu/student-resources/campus-safety/incident-report/>)

### Grievance Issues:

It is my hope that this course meets your every expectation as a challenging, engaging, respectful learning experience. If you find this not to be the case, I will welcome the opportunity to address your concerns. This is not only a courtesy; it is a matter of process and procedure outlined in the LRCC Student Handbook. Should we fail to arrive at a mutually satisfactory understanding, you should refer the matter to my immediate supervisor, [cfuster@ccsnh.edu](mailto:cfuster@ccsnh.edu).

### Calendar:

Week	Date	Reading Assignments	Homework
1	8/31/2022	<ul style="list-style-type: none"> <li>• <b>Sections 1 – 3</b></li> <li>• <b>Discussion 1</b></li> </ul>	Canvas: <ul style="list-style-type: none"> <li>• Post to Discussion 1</li> </ul> TestOut: Review any/all videos and reading then complete 1.2.5, 1.3.4, 2.2.7, 2.3.7, 2.4.12, 2.5.4, 3.2.3, 3.2.4, 3.3.10
2	9/7/2022	<ul style="list-style-type: none"> <li>• <b>Section 3 cont'd</b></li> <li>• <b>Introduction to your Research Paper/APA Format</b></li> </ul>	Canvas: <ul style="list-style-type: none"> <li>• Start looking into your research paper subject</li> <li>• PPTX on Credible Sources</li> <li>• PPTX on APA Format</li> </ul> TestOut: Review any/all videos and reading then complete 3.3.12, 3.3.14, 3.3.15, 3.4.11, 3.4.13, 3.4.15, 3.4.16, 3.5.5, 3.5.12
3	9/14/2022	<ul style="list-style-type: none"> <li>• <b>Continue Section 3</b></li> <li>• <b>Discussion 2</b></li> </ul>	Canvas: <ul style="list-style-type: none"> <li>• Post to Discussion 2</li> </ul> TestOut: Review any/all videos and reading then complete 3.5.14, 3.5.16, 3.5.17, 3.6.8, 3.6.10, 3.6.12, 3.6.14, 3.6.15
4	9/21/2022	<ul style="list-style-type: none"> <li>• <b>Section 4</b></li> <li>• <b>Research Paper Topic Proposal</b></li> </ul>	Canvas: <ul style="list-style-type: none"> <li>• Research Paper Topic Proposal Due</li> </ul> TestOut: Review any/all videos and reading then

			complete 4.2.8, 4.2.10, 4.2.12, 4.3.4, 4.3.8, 4.3.10, 4.3.12, 4.3.17
5	9/28/2022	<ul style="list-style-type: none"> <li>• <b>Section 4 continued</b></li> <li>• <b>Discussion 3</b></li> </ul>	<p>Canvas:</p> <ul style="list-style-type: none"> <li>• Post to Discussion 3</li> </ul> <p>TestOut: Review any/all videos and reading then complete 4.4.4, 4.4.6, 4.4.8, 4.4.11, 4.4.14, 4.4.16, 4.4.17, 4.5.11</p>
6	10/5/2022	<ul style="list-style-type: none"> <li>• <b>Section 4 continued start</b></li> <li>• <b>Section 5</b></li> </ul>	<p>TestOut: Review any/all videos and reading then complete 4.5.16, 4.6.5, 4.6.7, 4.6.8, 4.7.4, 4.7.6, 4.7.7, 4.8.4, 5.2.8</p>
7	10/12/2022	<ul style="list-style-type: none"> <li>• <b>Section 5 continued</b></li> <li>• <b>Discussion 4</b></li> </ul>	<p>Canvas:</p> <ul style="list-style-type: none"> <li>• Post to Discussion 4</li> </ul> <p>TestOut: (continued next page) Review any/all videos and reading then complete 5.3.8, 5.3.10, 5.3.14, 5.4.8, 5.4.9, 5.5.8, 5.6.10, 5.7.5</p>
8	10/19/2022	<ul style="list-style-type: none"> <li>• <b>Section 5 continued and start of Section 6</b></li> </ul>	<p>TestOut: Review any/all videos and reading then complete 5.9.4, 6.2.11, 6.2.12, 6.3.4, 6.3.8, 6.3.11, 6.3.13, 6.3.15, 6.4.4, 6.4.6, 6.4.9, 6.4.12</p>
9	10/26/2022	<ul style="list-style-type: none"> <li>• <b>Section 6 continued</b></li> <li>• <b>Discussion 5</b></li> </ul>	<p>Canvas:</p> <ul style="list-style-type: none"> <li>• Post to Discussion 5</li> </ul> <p>TestOut: Review any/all videos and reading then complete 6.4.13, 6.5.8, 6.5.10, 6.5.11, 6.6.12, 6.6.13, 6.7.3, 6.7.5, 6.7.8, 6.8.4</p>
10	11/2/2022	<ul style="list-style-type: none"> <li>• <b>Section 7 and start of Section 8</b></li> <li>• <b>Discussion 6</b></li> </ul>	<p>Canvas:</p> <ul style="list-style-type: none"> <li>• Post to Discussion 6</li> </ul> <p>TestOut: Review any/all videos and reading then complete 7.2.7, 7.4.7, 7.4.11, 7.4.12, 7.4.13, 7.4.14, 7.4.15, 8.2.7, 8.3.7, 8.3.8</p>
11	11/9/2022	<ul style="list-style-type: none"> <li>• <b>Continue Section 8 and start Section 9</b></li> </ul>	<p>TestOut: Review any/all videos and reading then complete 8.4.8, 8.5.6, 8.5.7, 8.5.8, 8.5.10, 8.5.13, 8.5.16, 8.6.4, 9.2.9, 9.3.10</p>
12	11/16/2022	<ul style="list-style-type: none"> <li>• <b>Research Paper</b></li> </ul>	<p>Canvas: Research Paper! (Due by 4/18/2022 @11:59pm)</p>

13	11/23/2022	<b>No evening class – Thanksgiving Break</b>	
14	11/30/2022	<ul style="list-style-type: none"> <li>• <b>Continue Section 9 and start Section 10</b></li> </ul>	TestOut: Review any/all videos and reading then complete 9.4.5, 9.5.6, 9.6.4, 10.2.13, 10.2.17, 10.3.8, 10.4.6, 10.4.8
15	12/7/2022	<ul style="list-style-type: none"> <li>• <b>Continue Section 10</b></li> <li>• <b>Section 11</b></li> </ul>	TestOut: Review any/all videos and reading then complete 10.5.4, 10.5.8, 10.5.14, 10.5.18, 10.6.6, 10.6.13, 10.6.15, 10.6.17, 10.7.4, 11.2.5 and 11.3.6
16	12/14/2022	<ul style="list-style-type: none"> <li>• <b>Final Exam</b> - must be completed by 11:59 pm to count for a full grade!</li> </ul>	No work submissions accepted after <b><i>December 14<sup>th</sup> at 11:59 pm</i></b>