

<b>Course Number:</b>	IST102 PC Applications – Full semester
<b>Hours:</b>	<b>Lecture - 3, Lab - 0, Credits - 3</b>
<b>Prerequisite(s):</b>	None
<b>Term:</b>	Fall 2022
<b>Faculty:</b>	Debbi Remillard, Full Professor
<b>Faculty Accessibility:</b>	Via email and Zoom
<b>Email:</b>	dremillard@ccsnh.edu
<b>Phone:</b>	By request

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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.

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

#### PowerPoint Concepts:

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

#### 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 2021/365)

So RIGHT AWAY, check your personal computer to see if Office 2021/365 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](mailto: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 may 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 may have to troubleshoot any other issues that you may encounter. Google it, that's what I do!

Disclosure III – IMPORTANT!! 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. Check this out right away -- too many students don't check, then realize they can't use their computer for this class!

**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

This class is 100% online. 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. 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%
<b>Total</b>	<b>100%</b>

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	Due Date (by midnight)
Aug 29	Read syllabus, schedule Zoom meeting, download software, etc.	
	Introductory exercises	Sun, Sep 4
Sep 5	Last week to meet with me on Zoom	Sun, Sep 11
	Word Module 1	Sun, Sep 11
Sep 12	Word Module 2	Sun, Sep 18
	Word Module 3	Sun, Sep 18
Sep 19	Word Review	Sun, Sep 25
	Word Template	Sun, Sep 25
Sep 26	Word Exam	Sun, Oct 2
	PowerPoint Module 1	Sun, Oct 2
Oct 3	PowerPoint Module 2	Sun, Oct 9
Oct 10	PowerPoint Module 3	Sun, Oct 16
Oct 17	PowerPoint Review	Sun, Oct 23
		Sun, Oct 23
Oct 24	PowerPoint Errors	Sun, Oct 30
	PowerPoint Exam	Sun, Oct 30
Oct 31	Excel Prep file	Sun, Nov 6
	Final Project Introduced	Thu, Dec 15

Nov 7	Excel Module 1	Sun, Nov 13
Nov 14	Excel Module 2	Sun, Nov 20
Nov 21	Excel Module 3	Sun, Nov 27
Nov 28	Excel Review	Sun, Dec 4
	Excel Errors	Sun, Dec 4
Dec 5	Excel Exam	Sun, Dec 11
Dec 12	Final Project Due	Thu, Dec 15

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## Course Notices

### Faculty Email Response Time

Questions regarding coursework will be answered as soon as possible via email. 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 course is 100% online. There are no meetings with the whole class in person or 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 your ccsnh email account with this request (read my Welcome email). To receive the first points of the semester, email me the answers to my Welcome questions.

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.

Students should schedule a Zoom meeting with me before the end of the first week of classes. This allows use to touch base to discuss any issues, ask/answer questions, make sure you have the correct software, etc. You will receive points for this meeting!

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.