



Course Syllabus

- **COURSE NO:** CIS136L ZZ
- **COURSE TITLE:** Fundamentals of Information Technology
- **CREDIT HOURS:** 3
- **SEMESTER:** Fall 2025
- **INSTRUCTOR NAME:** Karen Boutwell
- **E-MAIL ADDRESS:** kboutwell@ccsnh.edu
- **OFFICE LOCATION:** Virtual
- **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 REQUIRED:** CompTIA – Tech+ CertMaster Learn - ISBN: 978-1-642745-26-9
- **GRADING:**

Grading Scale:

A	93-100	B	83-86	C	73-76	D	63-66
A-	90-92	B-	80-82	C-	70-72	D-	60-62
B+	87-89	C+	77-79	D+	67-69	F	0-59

Evaluation	
Homework/Labs	35%
Quizzes/Reviews	15%
Discussion Posts	20%
Projects	15%
Final Exam	15%

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*

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 each week by 11:59 pm before the class should meet on Monday. (For example, class homework listed for the Monday, Aug 26 class is due Sunday, Sept. 1st by 11:59 pm). For late credit, you may have an extra 5 days to complete the homework for 1% off per day late. (Example, the same Aug 26 class homework, if you turn it in Sept 2 the highest percentage you can earn is 99%, Sept 3 turn in 98% 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!

All assignments are required.

All work must be completed by the last day of class. When the last class is done, grades are closed!

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/>)

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.

COURSE SCHEDULE/ADDITIONAL INFORMATION:

Fundamentals of Information Technology (CIS136L) – Schedule Fall 2025
Always refer to Canvas for the most up-to-date list of assignments

Week	Date	Reading Assignments	Homework
1	8/25/2025	<ul style="list-style-type: none"> • Sections 1 & 2 – Understanding tech Basics and Data & Privacy • Discussion 1 	Canvas: <ul style="list-style-type: none"> • Post to Discussion 1 CompTIA: Review any/all videos and reading then complete 1.2.6, 1.3.5, 1.5(quiz), 2.1.6, 2.2.6, 2.3.7, 2.3.8, 2.5(quiz)
2	9/1/2025	<ul style="list-style-type: none"> • Section 3 – Internet Technologies 	Canvas: CompTIA: Review any/all videos and reading then complete 3.1.6, 3.1.7, 3.2.7, 3.2.8, 3.3.4, 3.3.6, 3.3.10, 3.3.14
3	9/8/2025	<ul style="list-style-type: none"> • Finish Section 3 • Start Section 4 - Cybersecurity • Discussion 2 	Canvas: <ul style="list-style-type: none"> • Post to Discussion 2 CompTIA: Review any/all videos and reading then complete 3.5(quiz), 4.1.4, 4.1.7, 4.1.10, 4.1.11, 4.2.5
4	9/15/2025	<ul style="list-style-type: none"> • Finish Section 4 • Discussion 3 	Canvas: <ul style="list-style-type: none"> • Post to Discussion 3 CompTIA: Review any/all videos and reading then complete 4.3.5, 4.3.7, 4.3.8, 4.5(quiz)
5	9/22/2025	<ul style="list-style-type: none"> • Section 4 Assessment • Project 1 	Canvas: <ul style="list-style-type: none"> • Cybersecurity Career Activity CompTIA: Review any/all videos and reading then complete 4.6 Checkpoint Review
6	9/29/2025	<ul style="list-style-type: none"> • Section 5 - Networking • Project 2 	Canvas: <ul style="list-style-type: none"> • Network Topologies Activity CompTIA: Review any/all videos and reading then complete 5.1.4, 5.2.5, 5.2.6, 5.3.3

7	10/6/2025	<ul style="list-style-type: none"> • Section 5 cont'd • Discussion 4 	<p>Canvas:</p> <ul style="list-style-type: none"> • Post to Discussion 4 <p>CompTIA: Review any/all videos and reading then complete 5.3.9, 5.3.10, 5.4.7, 5.4.8, 5.5.6, 5.7(quiz)</p>
8	10/13/2025	<ul style="list-style-type: none"> • Section 6 – Application Software 	<p>CompTIA: Review any/all videos and reading then complete 6.1.5, 6.2.5, 6.3.8, 6.3.9, 6.4.8, 6.6(quiz)</p>
9	10/20/2025	<ul style="list-style-type: none"> • Section 7 – Operating Systems • Discussion 5 	<p>Canvas:</p> <ul style="list-style-type: none"> • Post to Discussion 5 <p>CompTIA: Review any/all videos and reading then complete 7.1.4, 7.1.7, 7.1.9, 7.1.10, 7.2.4, 7.2.7</p>
10	10/27/2025	<ul style="list-style-type: none"> • Finish Section 7 • Project 3 	<p>Canvas:</p> <ul style="list-style-type: none"> • Operating Systems Exploration Activity <p>CompTIA: Review any/all videos and reading then complete 7.3.6, 7.4.4, 7.4.8, 7.6(quiz)</p>
11	11/3/2025	<ul style="list-style-type: none"> • Section 8 - Hardware 	<p>CompTIA: Review any/all videos and reading then complete 8.2.7, 8.2.8, 8.3.4, 8.4.2, 8.4.6, 8.5.5, 8.5.6, 8.7(quiz), 8.8assessment</p>
12	11/10/2025	<ul style="list-style-type: none"> • Discussion • Project 4 	<ul style="list-style-type: none"> • Post to Discussion 6 • Computer Hardware Fundamentals Activity
13	11/17/2025	<ul style="list-style-type: none"> • Section 9 – Databases 	<p>CompTIA: Review any/all videos and reading then complete 9.1.3, 9.1.6, 9.1.7, 9.1.9, 9.2.5, 9.3.4</p>
14	11/24/2025	<ul style="list-style-type: none"> • Section 10 - Coding 	<p>CompTIA: Review any/all videos and reading then complete 10.1.7, 10.2.4, 10.4.4, 10.4.6, 10.4.10, 10.6(quiz)</p>
15	12/1/2025	<ul style="list-style-type: none"> • Section 11 – Future of Tech • Project 4 • Review Final Exam 	<p>Canvas:</p> <ul style="list-style-type: none"> • Generative AI Activity <p>CompTIA:</p>

			Review any/all videos and reading then complete 11.1.9
	12/8/2025	<ul style="list-style-type: none">• Final Exam - must be completed by 12/8 at 11:59 pm to count for a full grade!	No work submissions accepted after <i>December 12th at 11:59 pm</i>