



Course Syllabus

- **COURSE NO:** CIS136L ZZ/FX/ES
- **COURSE TITLE:** Fundamentals of Information Technology
- **CREDIT HOURS:** 3
- **SEMESTER:** Fall 2024
- **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 REQUIRED:** CompTIA – CertMaster Learn Tech+ 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	15%
Projects	20%
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*

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 2024
Always refer to Canvas for the most up-to-date list of assignments

Week	Date	Reading Assignments	Homework
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1	8/28/2024	<ul style="list-style-type: none"> • Sections 1 & 2 – Understanding tech Basics and Data & Privacy • Discussion 1 	<p>Canvas:</p> <ul style="list-style-type: none"> • Post to Discussion 1 <p>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)</p>
2	9/4/2024	<ul style="list-style-type: none"> • Section 3 – Internet Technologies 	<p>Canvas:</p> <p>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</p>
3	9/11/2024	<ul style="list-style-type: none"> • Finish Section 3 • Start Section 4 - Cybersecurity • Discussion 2 	<p>Canvas:</p> <ul style="list-style-type: none"> • Post to Discussion 2 <p>CompTIA: Review any/all videos and reading then complete 3.5(quiz), 4.1.5, 4.1.8, 4.1.11, 4.2.5</p>
4	9/18/2024	<ul style="list-style-type: none"> • Finish Section 4 • Discussion 3 	<p>Canvas:</p> <ul style="list-style-type: none"> • Discussion 3 <p>CompTIA: Review any/all videos and reading then complete 4.3.5, 4.3.7, 4.3.8, 4.5(quiz)</p>
5	9/25/2024	<ul style="list-style-type: none"> • Section 4 Assessment • Discussion 3 	<p>Canvas:</p> <ul style="list-style-type: none"> • Post to Discussion 4 <p>CompTIA: Review any/all videos and reading then complete 4.6 assessment</p>
6	10/2/2024	<ul style="list-style-type: none"> • Section 5 - Networking • Project 2 	<p>Canvas:</p> <ul style="list-style-type: none"> • Topology Project – see Canvas for details. <p>CompTIA: Review any/all videos and reading then complete 5.1.4, 5.2.5, 5.2.6, 5.3.3</p>
7	10/9/2024	<ul style="list-style-type: none"> • Section 5 cont'd • 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 5.3.9, 5.3.10, 5.4.7, 5.4.8, 5.5.6, 5.7(quiz)</p>
8	10/16/2024	<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	10/23/2024	<ul style="list-style-type: none"> • Section 7 – Operating Systems • Project 3 	<p>Canvas:</p> <ul style="list-style-type: none"> • Operating Systems Project <p>CompTIA: Review any/all videos and reading then complete 7.1.4, 7.1.7, 7.1.10, 7.2.3, 7.2.5</p>
10	10/30/2024	<ul style="list-style-type: none"> • Finish Section 7 • Discussion 6 	<p>Canvas:</p> <ul style="list-style-type: none"> • Post to Discussion 6 <p>CompTIA: Review any/all videos and reading then complete 7.2.8, 7.3.6, 7.4.4, 7.4.8, 7.6(quiz)</p>
11	11/6/2024	<ul style="list-style-type: none"> • Section 8 - Hardware 	<p>CompTIA: Review any/all videos and reading then complete 8.2.8, 8.3.4, 8.4.3, 8.4.8, 8.5.5, 8.5.6, 8.7(quiz), 8.8assessment</p>
12	11/13/2024	<ul style="list-style-type: none"> • Section 9 – Databases • Project 3 	<p>Canvas:</p> <ul style="list-style-type: none"> • Database Project <p>CompTIA: Review any/all videos and reading then complete 9.1.4, 9.1.7, 9.1.9, 9.3.4</p>
13	11/20/2024	<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>
	11/27/2024	No Class: Thanksgiving Break	
14	12/4/2024	<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"> • Careers in IT/Resume Project <p>CompTIA: Review any/all videos and reading then complete 11.1.9</p>
15	12/11/2024	<ul style="list-style-type: none"> • Final Exam - must be completed by 11:59 pm to count for a full grade! 	<p>No work submissions accepted after <i>December 11th at 11:59 pm</i></p>