

Course Number:	IST102 PC Applications ES – Full semester
Hours:	Lecture - 3, Lab - 0, Credits - 3
Prerequisite(s):	None
Term:	Spring 2025
Faculty:	Debbi Remillard, Professor
Faculty Accessibility:	Via email and Zoom
Email:	dremillard@ccsnh.edu
Phone:	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.

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

Course Materials and Resources

Textbooks, Required: None

Software, Required: [Microsoft Office 365 \(or 2021 or 2024\)](#)

IMPORTANT!! Students cannot use Microsoft Office Online. This is the software you have access to via the student portal. This does not have all the tabs/buttons/menus that you need for this course. Because of this, you cannot use Google Chromebooks because they do not allow a downloaded full version of Microsoft Office. Please email me with any questions!!

Windows Users – read below. **Mac Users:** scroll to the next page.

So RIGHT AWAY, check your personal computer to see if Office 2021/365 is available. 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. The instructions on how to do this are located on Canvas in the Syllabus button.

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

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

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Mac Users:


You can use your computer but not the software on it. The Mac version of Office will not follow along with my instructions which are written for a Windows operating system. To help you find the correct steps, I have posted a Mac Users Help with Microsoft Office file with online suggestions to Canvas in the Syllabus button.

You should have checked out this document BEFORE the first day of class and contact me with any questions

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.

Instructional Approach

This class is 100% online. This designation means you will complete all your assignments at home and submit the files via Canvas. Once the course begins, there will be 3 scheduled Zoom meetings every 3 – 4 weeks just to check in with you and answer any question before each exam. All weekly assignments will be posted on Wednesdays and due on Sundays. All dates are found on the Class Schedule later in this syllabus.

I will also make myself available 7 days a week for email messages and one-on-one Zoom meetings. Please contact me with any questions you may have.

Assignments, all instructions, announcements, files, and due dates will be available on Canvas. As mentioned above, there are weekly due dates with several files that need to be submitted to Canvas. You should 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. From Canvas, you will read through the instruction sheets, use the posted files to complete those instructions, and compare your completed file to the example file I provide.

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 trouble 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 assignments will teach and then reinforce the skills for that week. These could include features and tasks from Office 2021/365 and Reviews to prepare for exams. Due dates are found in this syllabus and in several places on Canvas. Files will be submitted via Canvas.

Note on submissions:

1. When you submit a file to Canvas, you will see a “preview” screen of the file you attached. Many times, this “preview” will distort what you really completed on the attached file. DO NOT WORRY about this. I correct assignments by opening the file, not by looking at the preview screen.
2. You are responsible for checking that the file you submitted is the correct file. Many students have sent me other files or the original file. There is no limit to the number of files you can submit to an assignment, so just re-submit if you attached the wrong one. I correct the last file submitted. Any “wrong” files submitted will receive a 0.
3. All files should be submitted before the posted due dates. Once the due date has passed, you cannot submit a file unless you email me asking for an extension. I do not except files via email.
4. 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 (Word, PowerPoint, Excel). You can refer to 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. 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. Around mid term, instructions are posted on Canvas and are due about 7 weeks later (last week of classes). Check the course schedule for actual dates.

Professionalism (10% of final grade):

This piece considers your overall attitude and professionalism, ability to apply learned concepts to projects. Behavior like attending Zoom meetings, asking questions, completing assignments 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.

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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

Course Notices

Faculty Email Response Time/Communication

Questions regarding coursework will be answered as soon as possible via email. 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.

Communication in this course is extremely important. This includes submitting completed assignments to Canvas and asking questions/keeping me updated through email.

IMPORTANT: I require that all communication be through our **CCSNH email accounts**. I will not reply to Canvas Inbox emails or emails from your personal accounts. If you need help accessing your student email account, contact the IT Help Desk at nhtihelpdesk@ccsnh.edu or at 603-230-4063

Posting of Grades

All individual assignments/reviews/exams that are submitted will be corrected, graded, and 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.

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Attendance Policy

This course is 100% online. There are 4 scheduled Zoom meetings (with choice of dates) to meet with me online. Before we begin, I will have already emailed you via your ccsnh email account with more about the course and a request for some basic information about you (I call this my Welcome email). To receive the first points of the semester, email me the answers to my Welcome questions. Replying to this email will confirm that you will be participating in this course.

Students should have attended a Zoom meeting with me before the end of the first week of classes. This allows us to go through the syllabus, Canvas and to discuss any other issues. You will receive points for this meeting!

A student who has not submitted files or 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

Due dates are found in this Syllabus, on Canvas in the Grades link, and on each assignment 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 twice in the semester so use them sparingly. However, you will still need to email me and get my permission to submit late. Final Project files cannot be submitted late.

Academic Affairs Notices

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

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Course Schedule

Date	Subject	Due Date (by midnight)
Wed, Jan 22	Read syllabus, Zoom meeting, access to software, etc. Introductory exercises & Word Module 1	Sun, Jan 26
Wed, Jan 29	Word Module 2 & 3	Sun, Feb 2
Wed, Feb 5	Word Template Word Review	Sun, Feb 9 Sun, Feb 9
Wed, Feb 12	Word Exam PowerPoint Module 1	Zoom meetings on (choose 1): Mon 4pm or Tue 5pm or Wed 6pm Sun, Feb 16 Sun, Feb 16
Wed, Feb 19	PowerPoint Module 2	Sun, Feb 23
Wed, Feb 26	PowerPoint Module 3 PowerPoint Errors	Sun, Mar 2 Sun, Mar 2
Wed, Mar 5	PowerPoint Review Final Project Posted	Sun, Mar 9 Wed, May 7
Wed, Mar 12	PowerPoint Exam	Zoom meetings on (choose 1): Mon 4pm or Tue 5pm or Wed 6pm Sun, Mar 16
Wed, Mar 19	SPRING BREAK!	
Wed, Mar 26	Excel Prep file	Sun, Mar 30
Wed, Apr 2	Excel Module 1	Sun, Apr 6
Wed, Apr 9	Excel Module 2	Sun, Apr 13
Wed, Apr 16	Excel Module 3 Excel Errors	Sun, Apr 20 Sun, Apr 20
Wed, Apr 23	Excel Review	Zoom meetings on (choose 1): Mon 4pm or Tue 5pm or Wed 6pm Sun, Apr 27
Wed, Apr 30	Excel Exam	Sun, May 4
	Final Project Due	Wed, May 7

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