Lakes Region Community College

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

COURSE OUTLINE/SYLLABUS SHEET

- **COURSE NO:** CIS133L

- **COURSE TITLE:** Introduction to Information Technology

- **CREDIT HOURS:** 3

- **SEMESTER:** Spring 2023
- **TERM:** January 17, 2023 – May 6, 2023
- **Classroom** Tuesdays 9am – 10:30am

- **INSTRUCTOR NAME:** Donna M Morgan, M.S.
- **E-MAIL ADDRESS:** dmorgan@ccsnh.edu

- **OFFICE LOCATION:** Phone 603-387-8067 (c)

- **CONFERENCE HOURS:** Tuesdays by Appointment (Zoom, phone or in-person)

  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. Please email me or call and we can set up a zoom conference if needed!

- **PREREQUISITES:** None

- **COURSE DESCRIPTION:** This is a fundamental technology course promoting skills and knowledge for students to apply academically and professionally. Concepts covered include computing basics, internet, hardware, software, file management, viruses, spyware. Additionally, a good portion of the class is dedicated to applications used for email, word processing, presentations, spreadsheets and databases. This class will use simulations and live software for projects and labs.

- **TEXT/INSTRUCTIONAL MATERIALS AND EQUIPMENT NEEDED:** TestOut Office Pro www.TestOut.com (Provided in the course by LRCC)

- **GRADING:**

  Please look closely at the table below – grades are weighted based on category. Points are not the only factor. Please ask if you need more explanation!

Evaluation		Grading Scale			
Homework/Labs (All labs should be completed, but only the Challenge and Applied labs will be graded).	60%	A	93-100	C	73-76
Exams (Word, Excel, PowerPoint and Outlook End of Unit Exams)	15%	A-	90-92	C-	70-72
Live Labs (Pick 2 out of 3 Live Labs Listed for each Unit that includes them (2 for Word, 2 for Excel and 2 for PowerPoint))	12.5%	B+	87-89	D+	67-69
Final Exam – Certification for Office Pro	10%	B	83-86	D	63-66
Practice Exams	2.5%	B-	80-82	D-	60-62
		C+	77-79	F	00-59

- **COURSE OUTCOMES/COMPETENCIES:** At the completion of this course, the learner will be able to:

    1.   Demonstrate basic computer proficiency

    2.   Demonstrate proficiency with word processing software

    3.   Demonstrate proficiency with spreadsheet software

    4.   Demonstrate proficiency with presentations software

    5.   Demonstrate proficiency with sending e-mail

- **EVALUATION SUMMARY**

  Videos: These are for you to watch at home in conjunction with what we work on in class. They are meant to help you through the information with or without your instructor being present.

  Labs: There are weekly Labs for each Module. These are typically hands on application of concepts and may be attempted as many times as you like, with the highest score used as the final grade.

  Exams: There will be an Exam at the end of Word, Excel, Outlook and PowerPoint. These are hands on practical exams. You will have to apply what you have learned for each section.

  Live Labs: Live labs are like Capstone projects found at the end of each Topic (Word, Excel, PowerPoint) will be assigned as a project. 2 out of the 3 listed will be required to be completed!

  Certification Exam: This will be you

- **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/Make-up Policy:
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 the Monday Jan 23rd class is due Sunday, Jan 29th by 11:59pm) For late credit, you may have an extra 5 days to complete the homework for 10% off per day late. (Example, the same Jan 23rd class homework, it is due Jan 29th but if you turn it in Jan 30th the highest percentage you can earn is 90%, Jan 31st turn in 80% possible, etc.)

All homework, quizzes, tests, and projects are available to students through Canvas regardless of a student's ability to attend a class. If a classroom absence results in needing extra help or a due date extension, it is up to the student to contact the instructor to make these arrangements on a case-by-case basis.

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!

CLASSROOM RULES OF CONDUCT
- Be always respectful of your instructor and fellow classmates.
- As a courtesy, please do not talk, type, or print while the instructor is talking to the class or when a student is asking a question which pertains to the class.
- Refrain from "surfing" the Web during class, unless directed by your instructor.
- Turn off cell phones and pagers.
- Refrain from bringing food and drink into the classroom.
- You are encouraged to work with other students to solve problems. However, you must complete your own work.
- Be prepared each week with the readings and assignments.

All assignments are required.

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

Academic Honesty:
Students are expected to submit their own work. Any student caught cheating will receive an "F" for the course.

NOTICE OF NON-DISCRIMINATION

Lakes Region Community College does not discriminate in the administration of its admissions and educational programs, activities, or employment practices on the basis of 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 **Larissa Baia**, 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.

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, Catherine L. Fuster (cfuster@ccsnh.edu).

Calendar:

Week	Chapter/Module Assigned	Homework
1	**Getting Started and Online Essentials**	• Watch all Videos/Read Information Sheets • Labs - Week 1 TestOut Labs
2	**Common Office Features**	• Watch all Videos/Read Information Sheets • Labs - Week 2 TestOut Labs
3	**Outlook**	• Watch all Videos/Read Information Sheets • Labs - Week 3 TestOut Labs • Outlook Exam
4	**Word**	• Watch all Videos/Read Information Sheets • Labs - Week 4 TestOut Labs
5	**Word continued**	• Watch all Videos/Read Information Sheets • Labs – Week 5 TestOut Labs

6	**Word wrap - up**	- Watch all Videos/Read Information Sheets - Labs – Week 6 TestOut Labs - LIVE LABS IN 4.14 – Pick 2 out of 3 Listed to complete. - Word EXAM!
7	**Excel**	- Watch all Videos/Read Information Sheets - Labs – Week 7 TestOut Labs
Spring Break – No school		
8	**Excel continued**	- Watch all Videos/Read Information Sheets - Labs – Week 8 TestOut Labs
9	**Excel wrap up**	- Watch all Videos/Read Information Sheets - Labs – Week 9 TestOut Labs - LIVE LABS PICK 2 OUT OF 3 - EXCEL EXAM!
10	**Access**	- Watch all Videos/Read Information Sheets - Labs – Week 10 TestOut Labs
11	**PowerPoint**	- Watch all Videos/Read Information Sheets - Labs – Week 11 TestOut Labs
12	**PowerPoint continued**	- Watch all Videos/Read Information Sheets - Labs – Week 12 TestOut Labs
13	**PowerPoint wrap-up**	- Watch all Videos/Read Information Sheets - Labs – Week 13 TestOut Labs - PowerPoint Exam - PowerPoint LIVE LABS Complete 2 out of 3 LISTED Labs
14	**Office Pro Practice Exams**	Complete All Practice Exams for Office Pro
15	***CERTIFICATION THIS WEEK!! WOO HOO!*** *(COVERS WORD, POWERPOINT and EXCEL ONLY!)*	THE TESTOUT OFFICE PRO CERTIFICATION EXAM! (THIS **CAN ONLY BE TAKEN 1 TIME,** SO MAKE SURE YOU ARE READY WHEN YOU SIT DOWN TO TAKE IT! **ALL WORK DUE BY MAY 6 at 11:59PM!**