

## Lakes Region Community College

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

### COURSE OUTLINE/SYLLABUS SHEET

- **COURSE NO:** CIS133L
- **COURSE TITLE:** Intro to Information Technology
- **CREDIT HOURS:** 3
- **SEMESTER:** Spring 2024
- **INSTRUCTOR NAME:** Donna M Morgan, MS
- **E-MAIL ADDRESS:** dmorgan@ccsnh.edu
- **OFFICE LOCATION:** Phone 603-387-8067
- **CONFERENCE HOURS:** By Appointment (Zoom, phone, or in-person).  
Tuesday 9:00-10:30am  
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](http://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).	80%	A	93-100	C	73-76
Exams (Word, Excel, PowerPoint and End of Chapter Exams) and Practice Exam	10%	A-	90-92	C-	70-72
Final Exam – Certification for Office Pro Live Labs	10%	B+	87-89	D+	67-69
		B	83-86	D	63-66
		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 Tuesday March 18th class is due Sunday, March 24<sup>th</sup> 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 March 18<sup>th</sup> class homework, it is due March 24th but if you turn it in March 25<sup>d</sup> the highest percentage you can earn is 90%. Homework turned in on March 26th will be graded at 80% possible, etc.)

**All homework, quizzes, tests, and projects are available to students through Blackboard/Cengage 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 respectful of your instructor and fellow classmates at all times.
-  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 is a reflection of 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, Patrick Cate at [pcate@ccsnh.edu](mailto:pcate@ccsnh.edu).

**Calendar:**

<b>Week</b>	<b>Chapter/Module Assigned</b>	<b>Homework</b>
1	<ul style="list-style-type: none"><li>• <b>Getting Started Word Part 1</b></li></ul>	<ul style="list-style-type: none"><li>• Watch all Videos/Read Information Sheets</li><li>• Labs : 4.1 – 4.6</li></ul>
2	<ul style="list-style-type: none"><li>• <b>Word Part 2</b></li></ul>	<ul style="list-style-type: none"><li>• Watch all Videos/Read Information Sheets</li><li>• Labs: 4.7 – 4.12</li><li>• End of Chapter Exam</li></ul>
3	<ul style="list-style-type: none"><li>• <b>Excel Part 1</b></li></ul>	<ul style="list-style-type: none"><li>• Watch all Videos/Read Information Sheets</li><li>• Labs: 5.1 – 5.5.7</li></ul>
4	<ul style="list-style-type: none"><li>• <b>Excel Part 2</b></li></ul>	<ul style="list-style-type: none"><li>• Watch all Videos/Read Information Sheets</li><li>• Labs: 5.6 – 5.10</li><li>• End of Chapter Exam</li></ul>
5	<ul style="list-style-type: none"><li>• <b>PowerPoint Part 1</b></li></ul>	<ul style="list-style-type: none"><li>• Watch all Videos/Read Information Sheets</li><li>• Labs: 6.1 – 6.5.6</li></ul>
6	<ul style="list-style-type: none"><li>• <b>PowerPoint Part 2</b></li></ul>	<ul style="list-style-type: none"><li>• Watch all Videos/Read Information Sheets</li><li>• Labs: 6.6 – 6.10</li><li>• End of Chapter Exam</li></ul>
7	<ul style="list-style-type: none"><li>• <b>Outlook and Practice Exam</b></li></ul>	<ul style="list-style-type: none"><li>• Watch all Videos/Read Information Sheets</li><li>• Labs: 8.1 – A.5</li><li>• Office Pro Certification Practice Exam</li></ul>
8	<ul style="list-style-type: none"><li>• <b>Certification Exam</b></li></ul>	<ul style="list-style-type: none"><li>• Certification Exam</li><li>• <b>NOTE – ALL WORK IS DUE BY SATURDAY May 4 AT 11:59pm</b></li></ul>

**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 [here](#).