Note:

Course content may be changed, term to term, without notice. The information below is provided as a guide for course selection and is not binding in any form, and should not be used to purchase course materials.
COURSE SYLLABUS
INFT 103
EXCEL

COURSE DESCRIPTION
An introduction to the basics of Microsoft Excel which includes creating and analyzing data through the use of performing calculation and various formulas. Topics include entering data in a cell, constructing formulas, formatting worksheets, using the SUM function and creating based on data from the spreadsheet.

RATIONALE
This course is designed to offer the student a hands-on introduction to Excel concepts and applications. The course will assist in fulfilling institutional aims through integrating university-level computer competencies.

I. PREREQUISITES
For information regarding prerequisites for this course, please refer to the Academic Course Catalog.

II. REQUIRED RESOURCE PURCHASE
Click on the following link to view the required resource(s) for the term in which you are registered: http://bookstore.mbsdirect.net/liberty.htm

Please note: It is essential that you have all of your materials on or before the first day of the course. If you choose to use a source other than MBS Direct, please make sure the delivery meets that expectation.

III. ADDITIONAL MATERIALS FOR LEARNING
A. Computer with basic audio/video output equipment
B. Internet access (broadband recommended)

IV. MEASURABLE LEARNING OUTCOMES
Upon successful completion of this course, the student will be able to:
A. Create and edit a spreadsheet in Microsoft Excel.
B. Manipulate basic formulas in Microsoft Excel.
C. Organize data within a spreadsheet.
D. Create a graphical representation of data.
E. Use the Goal Seek tool in Excel to predict results.

V. COURSE REQUIREMENTS AND ASSIGNMENTS
A. Textbook readings and lecture presentations

B. Course Requirements Checklist

After reading the Course Syllabus and Student Expectations, the student will complete the related checklist found in Module/Week 1.

C. Discussion Board Forum

Discussion boards are collaborative learning experiences. Therefore, the student is required to create a thread in response to the provided prompt via Blackboard. The thread must be at least 250 words and demonstrate course-related knowledge. In addition to the thread, the student is required to reply to 2 other classmates’ threads. Each reply must be at least 100 words.

D. Training Assignments (3)

The student will complete the Training Assignments in MyITLab. The Training Assignments are online simulations that allow the student to learn skills in Excel. Features in the training include learning aids that explain how to perform the skill. The student will complete the questions in the assignments by showing the skill in MyITLab. The student will have unlimited attempts when completing the Training Assignments.

E. Textbook Assignments (8)

The student will complete assignments from the e-text. The student must download and use the template files provided in Blackboard to complete the Textbook Assignments. The student will submit a spreadsheet for each completed Textbook Assignment to Blackboard.

F. Grader Assignments (4)

The student will download a starter file from MyITLab for each Grader Assignment. Once the student has completed the assignment on his/her computer, he/she will upload the file into MyITLab. The assignment will be automatically graded upon submission to MyITLab. The student will be allowed 3 attempts to upload the assignment to improve his/her score.

G. Case Study

The student will complete a fuel cost analysis using spreadsheets via Blackboard. Once the spreadsheets are complete, the student will also write a 250-word rationale for decisions regarding the chart type used in the spreadsheet and reasoning behind why the vehicles were chosen for the assignment. The student must include a reference page that cites all sources in the format used by his/her degree program.

H. Quizzes (2)

Each quiz will be open-book/open-notes, contain 15 simulation questions, and have a 1-hour time limit. The student will be allowed 5 attempts per question and 1 attempt per quiz. Each quiz will be completed via MyITLab.

I. Final Exam
The exam will be open-book/open-notes, contain 20 simulation questions, and have a 2-hour time limit. The student will be allowed 5 attempts per question and 1 attempt for the exam. The Final Exam will be completed via MyITLab.

VI. COURSE GRADING AND POLICIES

A. Points

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>Course Requirements Checklist</td>
<td>10</td>
</tr>
<tr>
<td>Discussion Board Forum</td>
<td>25</td>
</tr>
<tr>
<td>Training Assignments (3 at 50 pts ea)</td>
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<td>Textbook Assignments (8 at 25 pts ea)</td>
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<td>Grader Assignments (4 at 50 pts ea)</td>
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<td>Case Study</td>
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<td>Quizzes (2 at 100 pts ea)</td>
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<td>Final Exam</td>
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<td><strong>Total</strong></td>
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</table>

B. Scale

A = 900–1010  B = 800–899  C = 700–799  D = 600–699  F = 0–599

C. Late Assignment Policy

If the student is unable to complete an assignment on time, then he or she must contact the instructor immediately by email.

Assignments that are submitted after the due date without prior approval from the instructor will receive the following deductions:

1. Late assignments submitted within one week of the due date will receive a 10% deduction.
2. Assignments submitted more than one week late will receive a 20% deduction.
3. Assignments submitted two weeks late or after the final date of the course will not be accepted.
4. Late Discussion Board threads or replies will not be accepted.

Special circumstances (e.g. death in the family, personal health issues) will be reviewed by the instructor on a case-by-case basis.

D. Disability Assistance

Students with a documented disability may contact Liberty University Online’s Office of Disability Academic Support (ODAS) at LUOODAS@liberty.edu to make arrangements for academic accommodations. Further information can be found at www.liberty.edu/disabilitysupport.
# COURSE SCHEDULE

**INFT 103**


<table>
<thead>
<tr>
<th>MODULE/WEEK</th>
<th>READING &amp; STUDY</th>
<th>ASSIGNMENTS</th>
<th>POINTS</th>
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<td>Course Requirements Checklist Software Quiz Class Introductions DB Forum Training Assignment 1</td>
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<td>Pearson: ch. 4B 4 videos</td>
<td>Grader Assignment 4 Final Exam</td>
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**TOTAL 1010**

DB = Discussion Board

**NOTE:** Each course module/week (except Module/Week 1) begins on Tuesday morning at 12:00 a.m. (ET) and ends on Monday night at 11:59 p.m. (ET). The final module/week ends at 11:59 p.m. (ET) on **Friday**.