

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 110

COMPUTER CONCEPTS AND APPLICATIONS

COURSE DESCRIPTION

This course will introduce the student to the operation and use of computers. Specific applications taught include operating systems, word processing, spreadsheets, and presentation software. In addition, students will learn basic terminology and concepts related to the use of computers in today's society.

RATIONALE

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

I. PREREQUISITE

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>

III. ADDITIONAL MATERIALS FOR LEARNING

- A. Computer with basic audio/video output equipment
- B. Internet access (High-speed cable/DSL/broadband recommended)
- C. Microsoft Office 2016 or Microsoft Office 365 (Microsoft Office 365 is available for free through www.liberty.edu/office365)

IV. MEASURABLE LEARNING OUTCOMES

Upon successful completion of this course, the student will be able to:

- A. Utilize concepts relating to the Internet, hardware, and software.
- B. Define basic computer terminology.
- C. Demonstrate file management by using Windows (i.e., creating folders, arranging files, changing views, altering properties, etc.), utilizing Windows Explorer.
- D. Demonstrate the use of email effectively including sending of files to another user and the use of Liberty Webmail.
- E. Create and edit basic documents including a research paper, business letter, and tables utilizing techniques learned with Word.
- F. Create basic formulas and manipulate a fundamental spreadsheet with Excel.
- G. Demonstrate an effective presentation utilizing PowerPoint.

V. CORE COMPETENCY LEARNING OUTCOMES

Upon successful completion of this course, the student will be able to:

- A. Demonstrate basic competency in operating systems, word processing, spreadsheets, email, and presentation software.
- B. Determine the nature and extent of information needed.
- C. Collect or retrieve and evaluate the information that is appropriate to the academic level or discipline.
- D. Demonstrate knowledge of many of the economic, legal, and social issues surrounding the use of information.
- E. Access and use information legally and ethically.
- F. Use, individually or as a member of a group, information effectively to accomplish a specific purpose.

VI. 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 Forums (2)

Discussion boards are collaborative learning experiences. Therefore, the student is required to create a thread in response to the provided prompt for each forum. Each thread must be at least 250 words and demonstrate course-related knowledge. In addition to the thread, the student is required to reply to the thread of at least 1 classmate. Each reply must be at least 150 words.

- D. SAM System Check Screenshot

The student will submit a screenshot of the SAM System Check to prove his or her computer is properly configured to work with the course software.

E. Training Activities (11)

The student will use MindTap/SAM to complete training activities covering a range of software, including Internet Explorer, Microsoft Outlook, Word, Excel, and PowerPoint. The student must complete each activity in one sitting. Training activities must be completed to 100% to receive credit.

F. Exams (11)

The student will use MindTap/SAM to complete exams that assess knowledge of software being covered in each module/week. Exams are similar in format/function to the training activities but have a time limit of 1 hour and 15 minutes. Each exam will be open-book/open-notes and contain between 7 and 40 questions, depending upon the software being covered. The student must complete each exam in one sitting to receive a grade.

G. Email Assignment

The student will send a properly formatted email to the instructor that follows a set of predefined instructions. While emailing is a common function in today's society, there is a difference between sending a casual email and a properly formatted email that the student will encounter in the professional workplace. This assignment will focus on emphasizing the key components of a professional email.

H. Projects (11)

The student will use MindTap/SAM to complete projects using his or her personal Microsoft Office 365 or Office 2016 software. Projects will cover a range of software including: Internet Explorer, Microsoft Outlook, Word, Excel, and PowerPoint. The student will perform the steps as instructed in the directions, paying attention to the order of steps. The student will submit projects via MindTap/SAM.

I. Capstone Projects (3)

The student will use MindTap/SAM to complete 3 Capstone Projects that assess the student's overall knowledge of the 3 main software programs studied: Microsoft Word, Excel, and PowerPoint. The Capstone Projects are the culmination of all information presented and will combine elements from readings, Training Activities, Exams, and Projects. Capstone Projects may be completed either immediately following the coverage of that topic (Modules/Weeks 4, 6, and 7) or during Module/Week 8.

VII. COURSE GRADING AND POLICIES**A. Points**

Course Requirements Checklist	10
Discussion Board Forums (2 at 30 pts ea)	60
SAM System Check Screenshot	15
Training Activities (11 at 15 pts ea)	165
Exams (11 at 20 pts ea)	220
Email Assignment	40
Projects (11 at 25 pts ea)	275
Capstone Projects (3 at 75 pts ea)	225
Total	1010

B. Scale

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

C. 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 110

Textbook: Beskeen et al., *Illustrated Microsoft Office 365 & Office 2016* (2016).

MODULE /WEEK	READING & STUDY	ASSIGNMENTS	POINTS
1	<p style="text-align: center;">Beskeen et al.: Essential Computer Concepts Module 1 Windows 10 Module 1 Windows 10 Module 2 Mac OS X Getting Started with Mac OS X 1 presentation</p>	<p style="text-align: center;">Course Requirements Checklist Class Introductions SAM System Check Screenshot Windows Module 1 SAM Training Windows Module 2 SAM Training Windows Module 1 SAM Exam Windows Module 2 SAM Exam</p>	<p>10 0 15 15 15 20 20</p>
2	<p style="text-align: center;">Beskeen et al.: Office 2016 Module 1 Outlook 2016 Module 1 Outlook 2016 Module 2 Productivity Apps for School and Work Outlook 2016 Quick Start Guide OneNote 2016 Quick Start Guide Microsoft OneNote 2016 Microsoft Sway Microsoft Office Mix 1 presentation</p>	<p style="text-align: center;">Discussion Board Forum 1 Email Assignment</p>	<p>30 40</p>
3	<p style="text-align: center;">Beskeen et al.: Word Module 1 Word Module 2 Word 2016 Quick Start Guide 1 presentation</p>	<p style="text-align: center;">Word Module 2 SAM Training Word Module 2 SAM Exam Word Module 1 SAM Project Word Module 2 SAM Project</p>	<p>15 20 25 25</p>
4	<p style="text-align: center;">Beskeen et al.: Word Module 3 Word Module 4 1 presentation</p>	<p style="text-align: center;">Word Module 3 SAM Training Word Module 4 SAM Training Word Module 3 SAM Exam Word Module 4 SAM Exam Word Module 3 SAM Project Word Module 4 SAM Project</p>	<p>15 15 20 20 25 25</p>

MODULE /WEEK	READING & STUDY	ASSIGNMENTS	POINTS
5	Beskeen et al.: Excel Module 1 Excel Module 2 Excel 2016 Quick Start Guide 2 presentations	Discussion Board Forum 2 Excel Module 2 SAM Training Excel Module 2 SAM Exam Excel Module 1 SAM Project Excel Module 2 SAM Project	30 15 20 25 25
6	Beskeen et al.: Excel Module 3 Excel Module 4 1 presentation	Excel Module 3 SAM Training Excel Module 4 SAM Training Excel Module 3 SAM Exam Excel Module 4 SAM Exam Excel Module 3 SAM Project Excel Module 4 SAM Project	15 15 20 20 25 25
7	Beskeen et al.: PowerPoint Module 1 PowerPoint Module 2 PowerPoint 2016 Quick Start Guide 1 presentation	PowerPoint Module 1 SAM Training PowerPoint Module 2 SAM Training PowerPoint Module 1 SAM Exam PowerPoint Module 2 SAM Exam PowerPoint Module 1 SAM Project PowerPoint Module 2 SAM Project	15 15 20 20 25 25
8	Beskeen et al.: PowerPoint Module 3 PowerPoint Module 4 1 presentation	PowerPoint Module 3 SAM Training PowerPoint Module 3 SAM Exam PowerPoint Module 3 Project Word SAM Capstone Project Excel SAM Capstone Project PowerPoint SAM Capstone Project	15 20 25 75 75 75
TOTAL			1010

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**.