

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 111

MAC COMPUTER CONCEPTS AND APPLICATIONS

COURSE DESCRIPTION

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

RATIONALE

This course will introduce the student to the operation and use of Microsoft SharePoint. The student will learn the basic terminology and concepts related to the use of Microsoft SharePoint software. Specific functions include the creation and maintenance of sites, creating editing libraries and lists, and content management.

This course is the Mac version of INFT 110. It is designed for students who use Macs to learn the same sets of skills that students learn in the PC version.

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 (broadband recommended)
- C. Microsoft Office for MAC
- D. Blackboard [recommended browsers](#)

IV. MEASURABLE LEARNING OUTCOMES

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

- A. Utilize concepts related to the Internet, hardware, and software.
- B. Define basic computer terminology.
- C. Demonstrate file management by using Apple OS, e.g. creating folders, arranging fields, changing views, altering properties, etc., using Internet browsers.

- 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. 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 provide a thread in response to the provided prompt for each forum. Each thread must be at least 250 words, demonstrate course-related knowledge, and include at least 2 sources. In addition to the thread, the student is required to reply to 2 other classmates' threads. Each reply must be at least 150 words. Current APA, MLA, or Turabian format must be used for any citations.

- D. Business Cases (8)

The student will complete 8 business cases with each covering the material from the units assigned each module/week. Each business case is a realistic business problem that must be solved using the available tools, such as MS Office, Excel, PowerPoint, Email, etc.

- E. Final Project

The student will write a 2-page research-based paper in current APA, MLA, or Turabian format that focuses on a workplace issue or problem. The student will create a related spreadsheet that uses calculations and graphic elements and also develop a PowerPoint presentation with at least 15 slides, combining elements from the Word document and Excel spreadsheet with notes. The paper and presentation must include at least 2 references in addition to the course textbooks and the Bible.

- F. Final Exam

Exam will be open-book/open-notes, contain 3–5 project-based questions, and have a 1-hour and 30-minute time limit.

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

Course Requirements Checklist	10
Discussion Board Forums (2 at 50 pts ea)	100
Business Cases (3 at 60; 4 at 70 pts; 3 at 75 pts)	625
Final Project	150
Final Exam	125

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 111

MODULE/ WEEK	READING & STUDY	ASSIGNMENTS	POINTS
1	2 presentations Vermaat: Outlook chs. 1-2	Course Requirements Checklist Class Introductions Business Case 1a Business Case 1b Business Case 1c	10 0 25 25 20
2	Vermaat: Word chs. 1–2 1 presentation	Business Case 2 Business Case 3	60 60
3	Vermaat: Word ch. 3 1 presentation	Discussion Board 1 Business Case 4	50 70
4	Vermaat: Excel chs. 1–2 1 presentation	Business Case 5a Business Case 5b	75 75
5	Vermaat: Excel ch. 3 1 presentation	DB Forum 2 Business Case 6	50 75
6	Vermaat: PowerPoint chs. 1–3 1 presentation	Business Case 7 Business Case 8	70 70
7	1 presentation	Final Project	150
8	1 presentation	Final Exam	125
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**.