

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. PREREQUISITES

None

II. REQUIRED RESOURCE PURCHASE

Click the following link to view the required resources 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 2010
(Microsoft Office is available at a special discount to Liberty University students.)
- D. Windows Vista or 7

IV. MEASURABLE LEARNING OUTCOMES

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

- A. Identify and use basic computing applications such as operating systems, word processing, spreadsheets, and presentation software.
- B. Define the vocabulary and cognitive foundations of computing to acquire, organize, and present documented information.
- C. Demonstrate file management using Windows.
- D. Create spreadsheets and basic formulas using Excel.
- E. Create basic formulas using Excel.

- F. Analyze basic word processing document techniques learned with Word.
- G. Create an effective presentation in PowerPoint.
- H. Define basic computer terminology.
- I. Apply concepts relating to the Internet, hardware, software, and file management to everyday life.

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. Discussion Board forums (2)

Students will post two Discussion Board forums, which will each span across two modules. Students will post a 250-350 word thread answering the forum question which will be due by 11:59 p.m. (ET) on Monday of Modules/Weeks 3 and 5. Students will then reply to at least one classmates' thread. The replies must contain 100-200 words each which are due by 11:59 p.m. (ET) on Monday of Modules/Weeks 4 & 6 .
- C. MyITLab "Home Diagnostic Toolkit" Report

Prior to submitting the MyITLab "Home Diagnostic Toolkit" Report, students must first complete the installation wizard steps on MyITLab. After successfully working through the installation wizard, students must login to Blackboard and submit the report from the "Home Diagnostic Toolkit" that is part of the MyITLab installation. This submission notifies the instructor of successful setup of MyITLab and must be completed directly after students gain access to their MyITLab accounts. This assignment is due by 11:59 p.m. (ET) on Monday of Module/Week 1.

D. Email Project

Students will complete the Email Project by following the step-by-step directions provided in Blackboard. In completing the project, students must apply knowledge of basic computer concepts. This assignment is due by 11:59 p.m. (ET) on Monday of Module/Week 1.

E. Textbook Projects (11)

Students will complete assigned projects from the textbook to be submitted via Blackboard. Students will perform the steps exactly as the textbook suggests except where noted in the Tips and Directions. It is important for students to follow the steps and directions in order, or a project may not be properly completed. These assignments are due by 11:59 p.m. (ET) on Monday of the assigned module/week, excluding PowerPoint Projects 2A & 2B which will be due by 11:59 p.m. (ET) on Friday of Module/Week 8.

F. Training Activities (3)

Students will access MyITLab and complete training activities covering Microsoft Word, Excel, and PowerPoint. Students must complete each activity in one sitting to receive a grade. Later, students may complete all or part of the training activities as necessary while studying for an exam. These assignments are due by 11:59 p.m. (ET) on Monday of the assigned module/week, excluding the PowerPoint Training which will be due by 11:59 p.m. (ET) on Friday of Module/Week 8.

G. Exams (4)

Students will take four exams in MyITLab. Each exam will cover various concepts and tasks related to Windows and the Office programs. These exams are open-book and open-notes. Students may not use the “Help” feature or consult another person with questions. Students will have 50 minutes to take each Exam. Exams will feature multiple-choice and true/false questions as well as various simulated tasks to perform. Each exam will ask if students have completed all of the work alone. Exams must be completed by 11:59 p.m. (ET) on Monday of the assigned module/week, excluding the PowerPoint Exam which will be due by 11:59 p.m. (ET) on Friday of Module/Week 8.

VII. COURSE GRADING AND POLICIES

A. Points

Discussion Board forum:	
(2 threads at 30 pts ea)	60
(2 replies at 10 pts ea)	20
MyItLab “Home Diagnostic Toolkit” Report	40
Email Project	25
Textbook Projects (11 at 25 pts ea)	275
Training Activities (3 at 60 pts ea)	180
Exams:	
Windows 7 Exam	100

Word Exam	100
Excel Exam	100
PowerPoint Exam	100

Total 1000

B. Scale

A = 900–1000 B = 800–899 C = 700–799 D = 600–699 F = 0–599

C. Assignment Order

Students must complete each assignment in the order specified in each module's Assignments folder. This is because the information in this course often builds upon itself.

D. Late Assignments

No exceptions will be made for late assignments. However, the student may work ahead on his or her assignments, provided they are completed in order.

E. Code of Honor

Students are expected to abide by the Liberty University Code of Honor for Online Undergraduate and Graduate Students as specified in the Student Expectations link in Blackboard.

F. Student Help

Students may not share disks, data, or any other information with classmates. However, they are encouraged to ask questions either from friends or the instructor concerning a specific task (except during an exam). Students must actually complete all work by themselves.

G. Grading

Students should allow up to five working days for grades to be posted in Blackboard.

H. Contacting the Instructor

It is best for students to contact their instructor through email. If a student asks a question at night, the instructor may not answer it until the following morning. If a student asks a question over the weekend, the instructor may not answer it until Monday. The student may also call the instructor during the assigned office hours.

I. 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.

COURSE SCHEDULE

INFT 110

Textbook: Gaskin et al., *Go! With Microsoft Office 2010 Custom Package* (2012).

WEEK/ MODULE	READING & STUDY	ASSIGNMENTS	POINTS
1	Gaskin et al.: ch. 1 1 presentation	Course Requirements Checklist	0
		Class Introductions	0
		MyITLab "Home Diagnostic Toolkit" Report	40
		Email Project	25
2	Gaskin et al.: chs. 3 & 5 2 presentations	Windows 7 Projects 1A & 1B	25
		IE 8 Project 1A	25
		Windows 7 Exam	100
3	Gaskin et al.: chs. 8 & 9 5 presentations	DB Forum 1 Thread	30
		Word Projects 1A & 1B	25
		Word Projects 2A & 2B	25
4	Gaskin et al.: ch. 10 2 presentations	DB Forum 1 Replies	10
		Word Projects 3A & 3B	25
		Word Training Activity	60
		Word Exam	100
5	Gaskin et al.: chs. 12 & 13 5 presentations	DB Forum 2 Thread	30
		Excel Projects 1A & 1B	25
		Excel Projects 2A & 2B	25
6	Gaskin et al.: ch. 14 2 presentations	DB Forum 2 Replies	10
		Excel Projects 3A & 3B	25
		Excel Training Activity	60
		Excel Exam	100
7	Gaskin et al.: chs. 16 & 17 5 presentations	PowerPoint Projects 1A & 1B	25
		PowerPoint Projects 2A & 2B	25
8	Gaskin et al.: ch. 18 2 presentations	PowerPoint Projects 3A & 3B	25
		PowerPoint Training Activity	60
		Powerpoint Exam	100
TOTAL			1000

DB = Discussion Board

IE = Internet Explorer

NOTE: Each course week (except 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 week ends at 11:59 p.m. (ET) on Friday.