Course Description
Students learn a variety of practical applications for personal (micro) computers. Emphasis is given to developing a basic vocabulary for computer operators and making efficient and practical use of word processing, data base management, spreadsheet, and other types of software that are beneficial to people in management and leadership positions.

Prerequisite: Keyboarding Proficiency

Instructor Contact Information
Name: Patricia Richey
Phone: 903.884.2540
Office Hours: before and after class or by request
E-mail: omaharichey@yahoo.com for fastest response; patricia.richey@bmats.edu

Required Course Resources

Internet Connection
MOODLE account
USB flash drive or other storage medium
MicroSoft Office 2010

Computer Time
Approximately 2 to 3 hours per week of computer time outside of class is recommended for successful completion of course requirements.

Grading
Final Grades will be calculated as follows:
Test over Word – 10%
Test over Excel – 10%
Test over PowerPoint – 10%
Test over Access – 10%
Post Test (integration of programs) – 10%
Participation – 10%
Presentation – 10%
Projects – 30%

College and Course Policy Information
You are invited to report any special needs to the academic dean.

- Your attendance is expected at all class sessions.
- Academic honesty is expected.