Course Description
A continuation of Computer Arts I. Emphasis is given to special features of word processing, data base management, spreadsheet, and other types of software that are beneficial to people in management and leadership positions.

This course prepares students to work with Microsoft Office 2007 in a career setting or for personal use. Using courseware that incorporates a step-by-step, project-based approach, students develop an introductory-level competency in Word, Excel, Access, and PowerPoint, and explore the essential features of Windows Vista or Windows 7 and Internet Explorer 7.0. Students also develop an understanding of fundamental computer hardware and software concepts and learn how to integrate information among the Office suite programs.

Prerequisites: RE 312

Instructor Contact Information
Name: Patricia Richey
Phone: 903.884.2540
Office Hours: before and after class or by request
E-mail: omaharichey@yahoo.com

Required Course Resources


USB flash drive or other storage medium; MOODLE Account for course communication; MicroSoft Office 2007 or 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.

MOODLE
User ID – firstnamelastname all lowercase
Password – Lastname+123 Note upper case initial letter, plus sign, numeric digits
Enrolment key - Richey