RE 315. Computer Arts II

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. **Prerequisite:** RE 312

Textbooks and Materials
1. Rutkosky, Nita. *Microsoft Office 2007: Windows XP Edition with CD.* Paradigm Publishing Inc., 2008. ISBN: 9780763829995 (*Special Note: the CD contains data files only. If the student plans to use his/her own computer for this class, it will be necessary to have Microsoft Office 2007® installed on the computer. See number 3 below.*)
2. A "jump" (or "flash") drive of 128 Megabytes

Overview
During the semester, students will learn additional computational and communication skills for microcomputer applications with special attention given to Microsoft PowerPoint 2007.

According to the seminary catalog for 2008-2010, on page 45, “In keeping with Christian character, students are expected to attend all class sessions of courses for which they are registered, participate in class discussions, attend chapel regularly, and avail themselves of other opportunities for academic and spiritual enrichment while they are on campus. Tardinesses or absences from class or chapel may result in a reduction of the final grade a student may receive in a particular course. A student who misses more than one-fourth of the classes for any course, without extenuating circumstances, as determined by the professor, will receive an automatic ‘F’ for the course (In the case of this class, that means no more than three class periods. Any time lost through late registration or late enrollment is included in the limit of three absences). . . . Normally, for unexcused absence from a regularly appointed test or examination, five points will be deducted from the class grade for the semester. Three tardinesses are equivalent to one absence. Student grades will be computed on the basis of attitude in class, class recitation, quizzes, and outside work.”
Requirements and Grading

The semester grade will come from two sources. During the semester, the student will be asked to create a variety of presentations for evaluation. This Weekly Grade will constitute 60% of the semester grade.

Two major exams will be given over the basics of PowerPoint. Each of these exams will constitute 20% of the semester grade.

Special Instructions:

The first slide in each assignment that is printed out and handed in must contain the following information:

[student name] [chapter number] [exercise or skills assessment number] [date]

Example:

James Shine
Chapter 2
Exercise 5
February 16, 2010