

RE 315 – Computer Arts II

Spring 2014

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

Cengage Skills Assessment Manager available from www.cengagebrain.com - SAM 2013 Assessment, Training, and Projects v1.0 Printed Access Card or from Jacksonville College bookstore

1285427491 | 9781285427492

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1st Edition

USB flash drive or other storage medium; MOODLE Account for course communication; MicroSoft Office 2013

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 & Excel – 20%

Test over PowerPoint & Access – 20%

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.

- Academic honesty is expected.