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 2013 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: prichey@jacksonville-college.edu (checked more frequently than BMATS email)

Required Course Resources
Cengage Skills Assessment Manager available from www.cengagebrain.com - SAM 2013 Assessment, Training, and Projects Printed Access Card or from Jacksonville College bookstore (usually cheaper at JC bookstore); If you were enrolled in RE 312 in the fall, your SAM access should still be available by simply joining a new section

9781285929927

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%
Participation – 5%
Presentation – 10%
Technology Paper – 10%
SAM Projects – 20%
Mail Merge Project- 5%
Publisher Project – 5%
Sway Project – 5%

College and Course Policy Information
Americans With Disabilities Act (ADA):
Baptist Missionary Association Theological Seminary supports the Americans with Disabilities Act (ADA). Students with physical or learning disabilities desiring additional assistance must consult with the Dean’s office prior to enrollment or as early as possible after the disability is diagnosed. Procedures for assisting students will require a physician’s written verification of the disability and probable benefit(s) of specific assistance for student learning, a student’s specific written request(s) for assistance from the seminary, and the informing of the seminary faculty. Reasonable accommodations will be given in accordance with the federal and state laws through the Dean’s Office. Contact the Dean’s Office in the main administration building in person or:
  • by mail: Post Office Box 670 (1530 East Pine Street) Jacksonville, TX 75766-5407
  • by phone: 800/259-5673
  • by email: bmats@bmats.edu
Baptist Missionary Association Theological Seminary is dedicated to helping every student we serve to achieve her or his Christian, educational, and life goals.
  • Academic honesty is expected. You must adhere to the policies located in the handbook.