RE 312 – Computer Arts I

Fall 2015

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 or cell number 903.717.1202

Office Hours: before and after class or by request

E-mail: prichey@jacksonville-college.edu for fastest response; patricia.richey@bmats.edu

Required Course Resources

Cengage Skills Assessment Manager and bundled with Computer Concepts textbook available from www.cengagebrain.com - Bundle:

Sam 2013 Assessment Training with Access Code with ISBN # 9781285929927 (can also be purchased at Jacksonville College Bookstore)

Internet Connection

MOODLE account

USB flash drive or other storage medium

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 – 10%

Presentation – 10%
SAM Projects – 35%
Resume – 5%

College and Course Policy Information

You are invited to report any special needs to the academic dean.

다고 Your attendance is expected at all class sessions.

다고 Academic honesty is expected.