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Fall 9-1-2001

HHP 260.01: Computer Applications in the Health Professions

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The University of Montana

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Computer Applications in the Health Professions
HHP 260/Fall Semester (2001)

Instructor: Tom Whiddon Office: McG 207a
Classroom: FA 210 Class Time¹: T & Th (11A - 12:30P)
Office Hours²: T-(10:00-11:00); Wed. (10:30-11:30; 2:00 - 3:00), Th- (10:00-11:00)
Textbook: *Computer Workbook for Health & Exercise Professions (HHP 260)*
Supplies Needed: Two 3.5" High Density Disk

CLASS SCHEDULE

<u>Dates</u>	<u>Laboratory Topic and Lessons</u>
Sep. 4- Sep 6	Introduction- Getting Around Word-Lesson One (Due 9- 10 ³⁴⁵)
Sep.11- Sep. 13	Document Appearance -Lesson Two (Due 9-17)
Sep.18- Sep. 27	Dressing Up Document -Lesson Three (Due 10-1)
Oct. 2 - Oct. 9	Word as a Professional Tool-Lesson Four (Due 10-12)
Oct. 16	Making Subdirectories-Lesson Five (Due 10-17)
Oct. 18	Final Test⁶

<u>Grading</u>	<u>Grading Percentages</u>
Lessons (One - Five)	100 pts A = (270 - 300 pts)
Final Exam	200 pts B = (240 - 269 pts)
	C = (210 - 239 pts)
	D = (180 - 209 pts)
	F = (< 179 pts)
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TOTAL POINTS	300 pts

- ¹ **Class runs September 4-October 18.**
- ² Sign-up sheet is posted on door.
- ³ **Diskette and hard copy due by 4:00 p.m. on due date.**
- ⁴ Three points will be deducted for late lessons. No lessons accepted if more than one week late.
- ⁵ Turn in diskette and hard copy for all lessons.
- ⁶ **Final Test is October 18 during class and will be limited to one hour and twenty minutes.**