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Fall 9-1-2001

HHP 260.01: Computer Applications in the Health Professions

Thomas R. Whiddon The University of Montana

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

Instructor: Tom WhiddonOffice:McG 207aClassroom: FA 210Class 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 DiskSupplies Needed: Two 3.5" High Density Disk

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|---|--|--|
| | CLASS SCHEDULE | |
| Dates | Laboratory Topic and Lessons | |
| | | |
| 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 Test ⁶ | |
| | | |

| <u>Grading</u> | | Grading Percentages |
|-------------------------------------|--------------------|--|
| Lessons (One - Five) Final Exam | 100 pts 200 pts | A = (270 - 300 pts) B = (240 - 269 pts) C = (210 - 239 pts) D = (180 - 209 pts) |
| TOTAL POINTS | 300 pts | F = (< 179 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. <u>No lessons accepted if more than one week late.</u>

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.