

Western New Mexico University

T. or C. Campus

Syllabus for CMPS 160-Computer Literacy-PC

Term: Summer Session One

June1-July2, 2004

Instructor Information

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I hold a Bachelor's of Science in Secondary Education in Science from New Mexico State University (2000) and a Master of Education as an Educational Specialist in Technology in the Classroom from Walden University (2002). I am licensed from the New Mexico State Department as an 8-12 classroom teacher in Science, English, and Technology. I am also a licensed K-12 library media specialist and technology coordinator. I am currently a classroom teacher at Hot Springs High School in Truth or Consequences, New Mexico.

Course Description

This course introduces the student to the elements of the computer and management information systems in the business setting; emphasized microcomputers and popular business packages. Credit will only be given once for CMPS 110 or CMPS 160, but not both (3 credits).

Required Materials:

Napier, H.A., Judd, P., McLaren, B., Rand, B., Sourek, L., and Lehner, S. (2001)
Microsoft Office XP: Introductory Course. Course Technology: Thompson Learning.
ISBN 0-619-05805-6.

Computer Disks to save your material on.

Calendar for the semester

Week #	Dates
1	June 1
2	June 7
3	June 14
4	June 21
5	June 29

Our class will meet on Monday through Friday 12:00 to 2:00.

CMPS 160 Course Syllabus
Sandra Johnson

Final Exam

The final exam will be given during the week of June 28, 2004.

Student Accountability and Responsibility

You are responsible and accountable for all assigned readings, projects, and participation in class in order to receive credit. ATTENDANCE IS MANDATORY! Since most work is completed in the computer lab, your attendance is a must. More than three absences from class may result in a reduction of your final grade by 11 points.

Course Schedule

Week #	Topic(s)	Readings to be done prior to class	Assignment due
1	Introduction, Expectations, MS Office Using Outlook, MS Word	Office Chpt. 1,2,3 Outlook Chpt. 3 Word Chpt. 1,2	
2	Ms Word Cont'	Word Chpt. 3,4,5,6	Assignment One Due
3	MS Word Cont'	Word Chpt 7,8,9,10,11	Assignment Two Due
4	Intro to MS Excel	Excel Chpt. 1,2,3,4,5,6	Assignment Three Due
5	Intro to PowerPoint	PowerPoint Chpt. 1,2,3,4,5	Assignment Four Due
5	Final Projects Due		

Grading /Points

Assignment	Due No Later Than	Assignment Points	Your Points
Assignment 1	Week 2	25	
Assignment 2	Week 3	30	
Assignment 3	Week 4	30	
Assignment 4	Week 5	40	
In Class Assignments	Through out Term	200	
Final Exam	Week 5	100	
Total Possible Points		425	

Percent Interpretation

90-100 percent	A
80-89 percent	B
70-79 percent	C
60-69 percent	D
59 or below	F

(This syllabus is subject to change if the need arises.)