CMPS 2153 - MICROCOMPUTER APPLICATIONS
Summer 2008

Instructor: Dr. Ranette Halverson, Bolin 126A, 397-4189, ranette.halverson@mwsu.edu
Web site: cs.mwsu.edu/~ranette (click on the course link for CMPS 2153)
Text: Discovering Computers Fundamentals 4th edition; Shelly, Cashman, Vermaat
Exploring Office 2003, Grauer & Barber; SAM 2003 Software

General: This course is designed as a first course in computing and is intended for non-CS majors. The intent is to provide a broad-based knowledge of computers, their applications, and their intrinsic roles in major areas in contemporary society. The lab provides extensive preparation in MS Office. Schedules, assignments, etc. can all be found and printed from the course web site.

Course Content: The material includes text reading assignments, lectures, videos, and homework. Students are responsible for all material regardless of attendance. The lab is a required portion of the course.

Course Grade:
Lecture 60% (3 exams 50%, 3 essays 10%)
Lab 40% (2 exams 20%, SAM training 10%, 3 lab exercises 10%)

Exams: 3 exams will be administered as indicated on the course calendar. Due to the abbreviated schedule of summer school, make-up exams are not given. The final will be comprehensive. Final Exam: Monday, June 27 – regular class time

Attendance: Attendance will be taken each lecture. Students will be dropped with an F for excessive absences. Food and drinks are not allowed in class or lab. Bottles with lids will be allowed.

Essays: Three essay assignments to be completed outside of class can be found on the course website. These MUST be completed in MS Word and emailed as an attachment to the instructor at ranette.halverson@mwsu.edu. All assignments are due by midnight on the day they are due and the date on the email is how it will be counted. Late assignments will be accepted but penalties will be assessed for all assignments.

Laboratory: Lab training is through the online system SAM, which will be discussed in class. Lab assignments are done on your own time, but strict deadlines for completion must be met to receive credit. Training can be done on campus or on your home computer.

Laboratory Software: SAM 2003 Assessment and Training for Microsoft Office 2003, v. 3.1 Student edition. This software is bundled with new copies of the required textbook, available at the MWSU Bookstore. You must purchase a NEW copy of this software, even if you do not plan on installing it on your personal computer. You will need the unique key code in order to enroll in your on-line section of this course.

All students should refer to the MSU Student Handbook and Activities Calendar for university policies related student responsibilities, rights and activities.