**NR 3 –Computers in Natural Resources**

**Course Number – 59099**

 **Lecture 08:00 - 08:50 T, Th FEM 12**

 **Lab 09:00 - 09:50 T, Th FEM 12**

***Instructor:*** Louie Long

 Office: FEM 4F, Phone: (559) 638-3641, Ext. 3268

Office Hours: M 2:00-4:00, W 2:00-4:00, other times by appointment

Email: louie.long@reedleycollege.edu

***Required Materials:***

Students will need a thumb drive.

***Course Objectives:***

Students will gain an understanding of the use of computers in the natural resources field. Students will learn the basic hardware components of a computer as well as frequently used software packages. The basics of Microsoft Excel, Word, and Power Point will be covered and students will be able to construct a spreadsheet complete with graphs, write a corresponding report using Microsoft Word, and present their results in a Microsoft Power Point presentation.

***Accommodation Statement:***

“If you have a verified need for an academic accommodation or materials in alternate media (i.e., Braille, large print, electronic text, etc.) per the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act, please contact me as soon as possible.”

***Essential Information:***

* It is your responsibility to stay informed on any changes to assignment due dates, readings, test material, etc. Missing a class doesn’t excuse you from this responsibility (i.e. if a due date for an assignment changes, new assignments are given, etc.). This means you should ask a trustworthy classmate for notes if you are absent. Being absent is not an excuse for late work, late assignments, or just not knowing what is happening.
* It is the student’s responsibility to officially withdraw from this and/or any course. Failure to do may result in an “F” grade being awarded. As an instructor, I have the option to drop students who miss more than four class periods.
* Cheating and/or plagiarism will not be tolerated. No credit will be given for an assignment if in the opinion of the instructor the individual has cheated.
* “If you have a verified need for an academic accommodation or materials in alternate media (i.e., Braille, large print, electronic text, etc.) per the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act, please contact me as soon as possible.”
* Please turn cellular phones and pagers off during class time. Sunflower seeds and all tobacco products are **NOT** permitted in the classroom or laboratory setting.

***Participation and Grading Policy:***

Grading for this course is based on the sum of two exams, lab assignments, individual participation, and quizzes. Both lecture and laboratory material will be covered on midterm exams and quizzes. **No early or makeup exams or quizzes will be given**, unless previously (one week) authorized by the instructor**. All late assignments will be deducted** **15%** **and must be turned in within one week of due date to receive any credit.** Individual participation will be considered when assigning your final grade. Grades will be assigned based on a straight percentage system according to the following scale:

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Grade** | **Cumulative Percent** | **Breakdown of Grades** | **Points (%)** |
| A | 90-100 | Labs  | (45%) |
| B | 80-89 | Quizzes  | (10%) |
| C | 70-79 | Midterm Exam  | (15%) |
| D | 60-69 | Final Exam | (20%) |
| F |  <59 | Participation | (10%) |
|  |  | TOTAL | (100%) |

***LAST DAY TO DROP THE COURSE Tuesday, September 13th*** A LETTER GRADE IS ASSIGNED AFTER THIS DATE.

*Tentative Schedule*

|  |  |  |  |
| --- | --- | --- | --- |
| **Week** | **Date** | **Lecture** | **Notes** |
| **1** | 8/16 | Introduction/ Excel | Excel Lab 1 - Data Entry |
|  | 8/18 | Microsoft Excel | Excel Lab 2 - Sorting |
|  |  |  |  |
| **2** | 8/23 | Microsoft Excel | Excel Lab 3 - Use of Formulas |
|  | 8/25 | Microsoft Excel | **Quiz 1**Excel Lab 4 – Graphing Data |
|  |  |  |  |
| **3** | 8/30 | Microsoft Excel | Excel Lab 5 – Personal Budget |
|  | 9/1 | Microsoft Word | Word Lab 1 – Creating a Word Document |
|  |  |  |  |
| **4** | 9/6 | Microsoft Word | **Quiz 2**Word Lab 2 – Editing a Word Document |
|  | 9/8 | **Midterm** | **Midterm** |
|  |  |  |  |
| **5** | 9/13 | Microsoft Word | Word Lab 3 – Importing Pictures and Charts |
|  | 9/15 | **No Class** | **NR 108 Field Trip** |
|  |  |  |  |
| **6** | 9/20 | **No Class** | **Forest Conservation Days** |
|  | 9/22 |
|  |  |  |  |
| **7** | 9/27 | Microsoft PowerPoint | PP Lab 1 – Creating a PP slideshow |
|  | 9/29 | Microsoft PowerPoint | PP Lab 2 – Rule of 5, Font & Background |
|  |  |  |  |
| **8** | 10/4 | Microsoft PowerPoint | **Quiz 3**PP Lab 3 – Pictures, Animations, and Transitions |
|  | 10/6 | Microsoft PowerPoint | PP Lab 4 – Creating a better Power Point presentation |
|  |  |  |  |
| **9** | 10/11 | **Final Exam** | **Final Exam** |
|  | 10/13 | **No Class** | **NR 109 Field Trip** |

*\*Schedule subject to change*