**NR 3 –Computers in Natural Resources**

**Course Number – 56860**

 **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, F 8:00 – 9:00, or by appointment

Email: louie.long@reedleycollege.edu

***Last day to Drop:***

The last day to drop the class is Tuesday, September 11th. A letter grade will be assigned after this date.

***Final Exam:***

The final exam date is **Tuesday, October 9th.**

***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.

1. Recognize hardware and software components and identify appropriate programs to complete specific tasks.
2. Use Internet and email applications to locate information and communicate.
3. Create spreadsheets and graphs using Microsoft Excel.
4. Employ word processing skills to create documents using Microsoft Word.
5. Demonstrate knowledge of PowerPoint by creating a natural resources presentation including graphics and animation.
6. Use Microsoft Publisher to create documents.

***Required Materials:***

**Students will need a thumb drive.**

***Course Prerequisites:***

Advisory - ENGL-125 - Writing Skills for College and ENGL-126-Reading Skills for College

***Attendance:***

Students are expected to attend all sessions of classes in which they are enrolled. Excessive absence will jeopardize a student’s satisfactory progress in a class. Students may be dropped from class if they fail to attend the first class session of the semester. There are no institutionally approved excused absences for any reason. Only the instructor may excuse an absence. Absences caused by personal engagements, transportation delays and business affairs will not be excused, nor will absences from class to complete registration or add/drop activities.

Students are expected to be in the classroom at the time the class begins. Instructors are required to take attendance at each class session. Any student who is excessively absent may be dropped from the class as specified in each class syllabus **(3 days)**. Unless there are significant extenuating circumstances, that student will be immediately dropped from class by the instructor if the absences are occurring before 50 percent of the class is expired. Lack of regular attendance after the 50 percent drop deadline may result in an unsatisfactory grade.

***Cancelled Classes:***

I don’t cancel classes very often however, if I do I will post an announcement on CANVAS as soon as I know I’m going to cancel class. Check CANVAS often to avoid driving to campus to find out that class has been cancelled. I will also follow school protocol for cancelling classes.

***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.
* Please turn cellular phones off during class time. **No food or drinks** in the computer lab.

***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.”

***Cheating & Plagiarism:***

Cheating is the act or attempted act of taking an examination or performing an assigned, evaluated task in a fraudulent or deceptive manner, such as having improper access to answers, in an attempt to gain an unearned academic advantage. Cheating may include, but is not limited to, copying from another’s work, supplying one’s work to another, giving or receiving copies of examinations without an instructor’s permission, using or displaying notes or devices inappropriate to the conditions of the examination, allowing someone other than the officially enrolled student to represent the student, or failing to disclose research results completely.

Plagiarism is a specific form of cheating: the use of another’s words or ideas without identifying them as such or giving credit to the source. Plagiarism may include, but is not limited to, failing to provide complete citations and references for all work that draws on the ideas, words, or work of others, failing to identify the contributors to work done in collaboration, submitting duplicate work to be evaluated in different courses without the knowledge and consent of the instructors involved, or failing to observe computer security systems and software copyrights. Incidents of cheating and plagiarism may result in any of a variety of sanctions and penalties, which may range from a failing grade on the particular examination, paper, project, or assignment in question to a failing grade in the course, at the discretion of the instructor and depending on the severity and frequency of the incidents.

**Don’t Cheat or Plagiarize**

***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.** 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  | (20%) |
| D | 60-69 | Final Exam | (25%) |
| F |  <59 |  |  |
|  |  | TOTAL | (100%) |

***LAST DAY TO DROP THE COURSE Tuesday, September 11th*** A LETTER GRADE IS ASSIGNED AFTER THIS DATE.

***Extra Credit:***

I do not give extra credit assignments to individuals. Everyone has the opportunity to earn extra points whether it is through answering extra credit questions on exams or participation in extracurricular events such as Forest Conservation Days, FFA events, or similar functions. Participating in an approved event is worth 10 points of extra credit. This may not seem like much but is often enough to bump a student up one letter grade in the class. The tentative schedule for these types of events is listed below;

 Forest Conservation Days - September 24 - 28

 Other Events - TBA

*Tentative Schedule*

|  |  |  |  |
| --- | --- | --- | --- |
| **Week** | **Date** | **Lecture** | **Notes** |
| **1** | 8/14 | Introduction/ Excel |  |
|  | 8/16 | Microsoft Excel |  |
|  |  |  |  |
| **2** | 8/21 | Microsoft Excel | **Quiz 1** |
|  | 8/23 | Microsoft Excel |  |
|  |  |  |  |
| **3** | 8/28 | Microsoft Excel |  |
|  | 8/30 | Microsoft Word | **Quiz 2** |
|  |  |  |  |
| **4** | 9/4 | Microsoft Word |  |
|  | 9/6 | **Midterm** | **Midterm** |
|  |  |  |  |
| **5** | 9/11 | Microsoft Word |  |
|  | **9/13** | **No Class** | **NR 108 Field Trip** |
|  |  |  |  |
| **6** | 9/18 | Microsoft Word | **Quiz 3** |
|  | 9/20 | Microsoft PowerPoint |  |
|  |  |  |  |
| **7** | 9/25 | **No Class** | **Forest Conservation Days** |
|  | 9/27 |
|  |  |  |  |
| **8** | 10/2 | Microsoft PowerPoint | **Quiz 4** |
|  | 10/4 | **Review for Final** |  |
|  |  |  |  |
| **9** | 10/9 | **Final Exam** | **Final Exam** |
|  | 10/11 | **No Class** | **NR 109 Field Trip** |

*\*Schedule subject to change*