

NR 3 -- COMPUTERS IN NATURAL RESOURCES
Course Syllabus for Spring 2000
0800-0950, Monday and Wednesday (AG 1 - Computer Lab)
Course Meets 1/10 - 3/10

Instructor: Kenneth Nolte

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Office Hours: M,W,F---1000-1100, T,TH - 0900-1000, other times by appointment.

Prerequisites: None

Course Objectives

This course is designed to serve as an introduction to microcomputers and to provide exposure to a variety of common software packages. This is relevant since such skills will be necessary for a vast majority of Forestry, and other Natural Resources careers. You will be introduced to concepts of computer hardware basics, operating systems, word processing, data management, preparation of quality graphics, and other applications with specific reference and utility to Natural Resources. *Following this course, students will: (1) be comfortable using computers and software such that they are able to apply these new skills to other school projects and throughout their careers, (2) have a broad knowledge of how different software packages are used by professionals in Natural Resources, and (3) have practical experience using these software packages to prepare high quality, professional products.*

Classroom Conduct

This syllabus is a contract between you and me about how each of us will carry out our duties during this course. You should read this syllabus carefully and if you don't understand something, talk to me about it as soon as possible.

There are certain guidelines for behavior that I expect both of us to abide by. One of these has to do with plagiarism, or taking credit for the work of others. This is a serious offense and will be treated accordingly. Just don't do it. This doesn't mean you shouldn't talk with other students about what you are thinking or writing; it does mean that when you write something, it should be in your own words, not copied from someone else. The reason I have you write is to exercise you brain, not your wrists.

From this point on you will be treated as professionals. In return I expect you to conduct yourselves in an appropriate manner. This includes everything from being in class *before* our scheduled starting time to conducting yourselves as

*Attendance
Drop date
Final Exam*

professionals. Any person who continues to disrupt a class will be removed from the room and dropped from the course. Such behavior in the real world would result in you being fired. Repeated unexcused absence will also be grounds for being withdrawn from class

Reedley College Policies

Campus code requires that shoes (sandals accepted) and a shirt be worn at all times. There will be no eating, drinking, or smoking (this includes smokeless tobacco products) in any building. No children or pets will be allowed in class (no exceptions). Horseplay and/or foul language will not be tolerated in my classroom or anywhere on campus. In order to receive a grade for this course, students must complete all assigned work. Cheating or plagiarism will result in removal from class and the student will receive an F for the course.

Required Text and Materials:

No formal text is required; however, students will be provided with in-class material for the course. Other necessary items include *at least* 2 - 3.5' floppy disks. Diskettes should be **double sided and high density (Hd) with a capacity of 1.44 or 2.0 mb**. Also, you will be required to purchase some sort of day planner, organizer, or pocket calendar unless you already have one.

Attendance and Grading Policy

If you know beforehand that you will miss a class, turn in your assignment early or make other arrangements with me in person. New assignments will be passed out after lecture. If you miss a lecture, **you are responsible** for obtaining any assignments or notes that were passed out. The success of this or of any class depends on the presence and active participation of each student. Therefore, you are expected to attend every class. Quizzes will be given during the first 10-15 minutes of class so it is important that you arrive to class on time. If you are late you will not be allowed to take the quiz. You will be given a zero for late assignments or missed quizzes unless you have a valid, written excuse from a physician or unless you make arrangements with me prior to an absence. Your grades will be based on a straight-percent system, NO curve, according to the following scale:

Final Course Grade	Cumulative Percent
A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60

Breakdown of Grades

Type	Points	% of Grade
Assignments (8)	500	63
Quizzes (3 @ 10 pts.)	30	4
Project	170	21
Participation	100	<u>12</u>
Total	800	100%

Assignments

Assignments are designed to improve and enhance your computer skills through practice. Grades will be based on your ability to follow directions in addition to the skills and initiative you show in completing the assignment. Homework assignments will be given every week for a total of 8 assignments. Assignments are to be turned in on time, at the beginning of class.

Quizzes

Expect occasional **unannounced** quizzes that will be given at the beginning of class. These quizzes will be short and cumulative (you will be responsible for all material covered prior to the current week) and are designed to keep you current with the course. If you devote some time each week reviewing past material you should do fine.

Project

See handout

Extra Credit

I may allow extra credit projects on a per request basis. I will consider each case individually.

Tentative Weekly Schedule

Date	Lecture Topic
Week 1	Introduction and Course Objectives, Computer Hardware and Software DOS Commands, Introduction to Windows 95/98 -- ASSIGNMENT 1 DUE (Student Background)
Week 2	More Windows 95/98 Word processing basics-- Ms Word -- ASSIGNMENT 2 DUE (Tutorial)
Week 3	Making Memos, Letter Head, and Cover Letters Tables, etc.
Week 4	Advanced Word Processing -- ASSIGNMENT 3 DUE (Memo)
Week 5	The internet -- ASSIGNMENT 4 DUE (Student Schedule) More Internet/email/Web Searches
Week 6	Introduction to Graphics, how to make slides More PowerPoint ASSIGNMENT 5 DUE (Advanced Word Processing)
Week 7	Work on Assignments, start projects Advanced Power Point -- ASSIGNMENT 6 DUE (PowerPoint Presentation-5 slides, 1 raster, 1 vector, animation)
Week 8	Spreadsheets - Introduction to Microsoft Excel Work on Projects
Week 9	Work on Projects Course wrap-up, -- ASSIGNMENTS 7& 8 Due and Projects Due