

## NR 3 -- COMPUTERS IN NATURAL RESOURCES

Course Syllabus for Spring 2010

9:00-1050, Monday (AG 1 - Computer Lab)

*Instructor: Rob Cannell*

**Office:** LSH Bldg. **Phone:** (559) 638-2525.

**Office Hours:** *T 11:00-12:00 noon, Th 10:00-12:00 noon*

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### 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 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 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 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. 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 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. **Finally, Please be certain that your pagers and cell phones are turned off during this and all other classes.**

### Reedley College Policies

***Campus code requires that there will be no eating, drinking, or smoking (includes smokeless tobacco) in any of our computer labs.*** 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 a memory stick.

**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. All Assignments are due by 5:00pm on the due date. If you miss a lecture, **you are responsible** for any assignments that were due and for any information that was discussed. The success of this or of any class depends on the participation of each student. **You are expected to attend every class.** You will be given a zero for late assignments unless you have a valid, written excuse from a doctor or unless you have made 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

**Approximate Breakdown of Grades**

Course Grade	Cumulative Percent	Breakdown of Grades	Points
A	90-100	Assignments (9)	550
B	80-89	Project	250
C	70-79	Participation	100
D	60-69		
F	< 59		
		<b>Total</b>	<b>900</b>

**Project**

See handout information pages.

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, please contact me as soon as possible.

## Tentative Weekly Schedule

<b>Date</b>	<b>Lecture Topic</b>
Week 1	Introduction, Objectives, Hardware and Software, Keyboarding
Week 2	Introduction, Objectives, Hardware and Software, Keyboarding
Week 3	Windows, File Systems, Keyboarding / <b>ASSIGNMENT 1 DUE</b>
Week 4	Email/ Internet Searches/ Images / <b>ASSIGNMENT 2 DUE</b>
Week 5	Word processing -- Ms Word / <b>ASSIGNMENT 3 DUE (Memo)</b>
Week 6	Intermediate Word Processing
Week 7	Intermediate Word Processing
Week 8	Work on Assignments/ <b>ASSIGNMENT 4 DUE (Schedule)</b>
Week 9	Introduction to Graphics / <i>Draft Letterhead/Coverletter Due</i>
Week 10	Power Point Basics
Week 11	Intermediate PowerPoint/Work on Assignments / <b>ASSIGNMENT 5 DUE</b>
Week 12	Spreadsheets - Excel
Week 13	PPT Presentations/ Work on Assignments / <b>ASSIGNMENT 6 DUE</b>
Week 14	Publisher / <b>ASSIGNMENT 7 DUE (Spreadsheet)</b>
Week 15	Work on Projects
Week 16	Work on Projects
Week 17	Course wrap-up / <b>PROJECTS DUE</b>

**ASSIGNMENTS 8 & 9 and Project Due May 10<sup>th</sup>**