**Spring 2013 NR3 - Computers in Natural Resources**

**REEDLEY COLLEGE**

**Instructor**: Allyson Smith

**Meeting Day:** Monday 9-12pm

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**COURSE DESCRIPTION:**  Welcome to Computers in Natural Resources. I am excited to be working with all of you and am looking forward to a fun and challenging semester. In this class we will study the basics of computer use, internet, word processing, spreadsheets and presentations as they relate to the natural resource professional.

As much as possible, I want students to practice in class what natural resource professionals do: observing, thinking, trouble shooting, and drawing conclusions. Learning content (facts) and helping students to think like professionals (critically, logically, using justification for arguments) is my emphasis. To achieve this; students will participate in lectures, labs, activities, and projects along with various assignments.

Please help me make you a successful student. Reinforce high standards at home, check your progress in classes, and do your best. I am not always available on campus, but can help remotely via email and Blackboard discussions, or by phone.

**Keep In Touch!** If you have any questions or comments any time in the semester, please call or email me. Please don’t hesitate to contact me anytime!

**REQUIRED TEXT**: There is no required text for this course.

**STUDENT EXPECTATIONS**

**A. Put forth your best effort to learn in school.**

 1. Keep up with your studies; there are one or more assignments each time we meet.

2. Write your name and date on every assignment. Please turn in digital work with the following file naming system: First and last initial\_date\_name of assignment (ex. AS\_0107\_excelintro).

3. Do high quality work of which you can be proud. Think about your work; type it or write it neatly and legibly. Unless otherwise instructed, always write in complete sentences.

4. I encourage you to work together, unless instructed to do otherwise. **But you are expected to do your own original work on each assignment.** Plagiarism, copying from authors, copying from other students, or allowing another student to copy you work, will result in a zero on that assignment.

**B. Be prepared to learn**

1. Be in class every day and be on time.

2. Turn in work on time. Turn in all work- even if it is late. Late work will receive an automatic 10% deduction for each day late.

3. You have one week from the date assigned to turn in work with no late penalties.

4. Be in your seat with the proper materials, including: notebook, writing utensil, etc. and be ready to work.

**C. Respect the rights of students to learn and the teacher to teach.**

1. Be appropriately quiet and on task during class.

2. Be respectful in class and when working in groups.

3. The teacher excuses you, NOT THE CLOCK!

4. No cell phones, iPods, cameras or other electronic devices- **UNLESS IT IS PART OF THE INSTRUCTION.**

**D. Respect the property of others and demonstrate pride in the appearance of school buildings, equipment, and grounds.** PleaseNO FOOD, GUM, OR DRINKS OTHER THAN WATER IN CLASS.

\* Failure to follow class rules may result in the following consequence steps:

1. Student-teacher conference.

2. Removal from the classroom.

The teacher has the right to begin at any consequence step he/she feels is appropriate.

\* This class follows all rules and consequences of Reedley College.

**ATTENDANCE:** Students are expected to attend all class meetings, be on time, and be in class the entire class session. To help students keep up with their work I keep all materials on Dropbox so those who are absent can retrieve them. It is the student’s responsibility to get and complete assignments following absences. **20% of your grade is attendance and participation**. You have two excused absences per semester.

**ASSIGNMENTS**: Students will have at least one assignment every week. These are due one week from the date assigned. In the event that class is re-scheduled or canceled, assignment due dates may change. Late assignments will be penalized 10% for each day late. Students that do not finish work in class must finish the class work for homework.

**GRADING:** The class grade is based primarily on activities, presentations, attendance, participation, and a final exam. When possible, assignments will be turned in electronically using Dropbox.

 Grading Scale:

 A: 90-100% C: 70-79% F: Below 59%

 B: 80-89% D: 60-69%

Breakdown of grade:

Homework and in-class assignments = 60%, participation and attendance = 20%, final exam = 20%

If you miss class, you will lose participation and attendance points and have to make up all work.

**COURSE OBJECTIVES:**

In the process of completing this course, students will:

1. Use Microsoft Word to create basic documents.
2. Enter data and produce different types of graphs using Excel.
3. Create and deliver PowerPoint presentations.
4. Explore different types of on-line natural resource databases.
5. Use Publisher to make fliers, posters and brochures.
6. Learn the basic functions and capabilities of databases using Microsoft Access.

**COURSE CONTENT OUTLINE:**

Monday, January 7 – Ergonomics, internet basics, computer skills assessments

Monday, January 14 – Professional image on the internet, intro to Microsoft Word

Monday, January 21 – Class cancelled

Monday, January 28 – Working with Word; shortcut commands and editing documents

Monday, February 4 – Internet job search tools, creating resumes and cover letters

Monday, February 11 – Intro to PowerPoint, tips on giving PP presentations

Monday, February 18 – Class cancelled

Monday, February 25 – Intro to Excel, importing and using data in Excel

Monday, March 4 – More on importing and using data in Excel

Monday, March 11 – Linear equations and regressions using Excel, more on calculations and using formulas

Monday, March 18 – Intro to Publisher, creating PDFs

Monday, March 25 – Spring Break, no class

Monday, April 1– Class cancelled

Monday, April 8 – Creating scientific research papers and presentations, bibliographies, field trip to Library

Monday, April 15 – Intro to Access

Monday, April 22 – In class activities, practice your new skills – Excel

Monday, April 29 – In class activities, practice your new skills – final Power point

Monday, May 6 – Other uses for computers in natural resources, review session for exam

Monday, May 13 – Final exam