**NR 3 – Computers in Natural Resources**

Section # 57767 Units: 1

Course Syllabus – Fall 2019

Lecture Tues & Thurs 8:00am – 8:50am in FEM 12

Lab Tues & Thurs 9:00am – 9:50am in FEM 12

***Instructor:*** Louie Long

 Office: FEM 4F, Phone: (559) 638-0300, Ext. 3268

Office Hours: M 2:00-3:00, W 2:00-4:00, Friday 9:00-10:00

Email: louie.long@reedleycollege.edu

***Required Materials:***

Students will **need** a thumb drive. You should always backup your work and I recommend a thumb drive. It’s portable and you will always have your work handy in case there is a problem with submitting your completed assignment. Bring your thumb drive to class with you every day.

***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.

***Learning Objectives:***

1. Access the Internet for forestry-related research, email and other forms of communication.

2. Apply the appropriate computer expertise in completing tasks using software to successfully address a specific natural resource need.

3. Create basic word processing documents, spreadsheets, database files and reports, and presentations.

4. Perform basic operations using the essential computer hardware and software configurations.

***Essential Information:***

You are expected to treat others as you would want to be treated yourself, even if you disagree with an expressed opinion. Please refrain from using foul language. As a student in the Forestry Program, you are preparing yourself for a professional career in the natural resource field and you are expected to conduct yourself as such at all times.

Be on time! Walking into class late is distracting. Make sure you give yourself plenty of time to make it to school, find a parking spot, and walk to class. 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. Check CANVAS often!!! I recommend checking CANVAS every day and not just for this class.

If for whatever reason you cannot complete the class this semester, make sure that you officially drop the class via WebAdvisor. If you just stop showing up for class, you may not be officially dropped and end up receiving an “F” in the class when you thought you had withdrawn.

It is important for you to show up for class. While the lecture material is available on CANVAS, we will be discussing the material in depth during class. This is something that the power point slides alone cannot duplicate. As per college policy, I have to drop you if you miss 3 or more classes.

Please turn cell phones off during class time. Using these devices during lectures is distracting to you and to students around you as well as to me. Trying to hide your phone under the table doesn’t work either. I still see you using it. Don’t make me call you out in class.

Cheating and/or plagiarism will not be tolerated. You will not receive credit for an assignment if, in my opinion, you have cheated. Cheating on an exam will result in an “F” on the exam and could result in dismissal from the Forestry Program. While cheating is not tolerated, I encourage you to work together on lab assignments. This makes the lab more interesting and helps you to learn the material. Even though you are working in groups, you will each be required to submit your own lab sheet unless otherwise instructed.

Sunflower seeds and all tobacco products are **NOT** permitted in the classroom or laboratory setting. Reedley College is now a smoke free campus.

“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.”

***Important Dates:***

***Aug 22 – Last day to drop short-term class for a full refund.***

***Aug 23 – Last day to drop full-term course for full refund.***

***Aug 30 – Last day to register for a full-term class in person***

***Aug 30 – Last day to drop a full-term class to avoid a “W” in person***

***Sept 2 – Last day to drop a full-term class to avoid a “W” on WebAdvisor***

***Sept 10 – Last Day to drop short-term class (letter grades assigned after this date)***

 ***Oct 11 – Last day to drop a full-term class (letter grades assigned after this date)***

***Assignments:***

All lab assignments are due at the end of the lab period unless otherwise instructed. Once you complete the lab, save a copy for your records and submit the completed lab via CANVAS. Because this is a short-term class, we must move very quickly. This means that it is difficult to make up lab assignments during class time. If you need to make up a lab, it is your responsibility to arrange a make-up time. **All late assignments will receive a 15% grade reduction and must be turned in within two weeks of due date to receive any credit. Work completed more than 2 weeks after the due date will not be accepted.**

***Quizzes:***

You will complete multiple quizzes throughout the course. Quizzes may be on paper or online.

***Exams:***

We will take a midterm and a final in this class. The 1st midterm will cover all material discussed from day 1 until the exam date. The final exam will be a cumulative exam that covers all material discussed starting from day 1. All exams will be completed on the computer. If you miss an exam, it is your responsibility to schedule a make-up exam with me within 1 week of the exam date. After that, you will receive a 0 on the exam.

***Grading:***

We will be using a mix of grading techniques in this class. Quizzes and exams, we will be graded on a straight percentage. 90% to 100% is an A, 80% to 89% is a B, and so on. For lab assignments, we will be using a competence scale that ranges from N – No evidence of progress towards the learning target to E – Exceptional Competence (see below).

|  |  |  |
| --- | --- | --- |
| Lab Assignments |  | Exams & Quizzes |
| E | Exceptional Competence |  | A | 90 – 100% |
| C | Clear Competence |  | B | 80 – 89% |
| A  | Adequate Competence |  | C | 70 – 79% |
| B | Basic Competence |  | D | 60 – 69% |
| N | No Evidence of Progress Towards the Learning Target |  | F | <60% |
| \* The points you see on Canvas are arbitrary and do not denote the value of each lab assignment |

Assignments are weighted which means that your grade will not be determined by a straight percentage of points earned. In other words, some sections of your grade are worth more than others. See the table below for more information on how your grade is weighted.

|  |
| --- |
| Weighting of Grade |
| Lab Assignments | 60% |
| Quizzes | 10% |
| Midterms | 15% |
| Final Exam | 15% |
| Total | 100% |

We will be using a 65/35 decaying average to calculate your grade for the lab assignments. This means that the most recent assignment is worth 65% or your lab grade while all of the previous assignments are worth 35%.

Your overall grade will be based on the sum of mid-term exams (15%), a comprehensive final exam (15%), lab assignments (60%), and quizzes (10%). You can keep track of your grades by logging onto CANVAS from the Reedley College Home page. I encourage you to check CANVAS daily for announcements as well as to keep track of your grade.

***Tentative Schedule*** (Subject to change)

|  |  |  |  |
| --- | --- | --- | --- |
| **Week** | **Date** | **Lecture** | **Notes** |
| **1** | 8/13 | Introduction/ Excel |  |
|  | 8/15 | Microsoft Excel |  |
|  |  |  |  |
| **2** | 8/20 | Microsoft Excel | **Quiz 1** |
|  | 8/22 | Microsoft Excel |  |
|  |  |  |  |
| **3** | 8/27 | Microsoft Excel |  |
|  | 8/29 | Microsoft Excel | **Quiz 2** |
|  |  |  |  |
| **4** | 9/3 | Microsoft Word |  |
|  | 9/5 | **Midterm** | **Midterm** |
|  |  |  |  |
| **5** | 9/10 | Microsoft Word |  |
|  | **9/12** | **No Class** | **NR 108 Field Trip** |
|  |  |  |  |
| **6** | 9/17 | Microsoft Word |  |
|  | 9/19 | Microsoft PowerPoint | **Quiz 3** |
|  |  |  |  |
| **7** | 9/24 | **No Class** | **Forest Conservation Days** |
|  | 9/26 |
|  |  |  |  |
| **8** | 10/1 | Microsoft PowerPoint |  |
|  | 10/3 | Microsoft PowerPoint |  |
|  |  |  |  |
| **9** | 10/8 | **Review for Final** | **Quiz 4** |
|  | 10/10 | **Final Exam** | **Final Exam** |