**Reedley College – Agriculture and Natural Resources Department**

**Course Syllabus**

NR 3-Computers in Natural Resources

Spring 2021 - CR#56448 - Room FEM 12

Lecture: Friday 1:00pm to 1:25pm

Lab: Friday 1:25pm to 2:50pm

**Instructor:**Joshua Soderlund

Office:  FEM 4G, Phone: (559) 638-0300, Ext.  3260

Email: joshua.soderlund@reedleycollege.edu

Virtual Office Hours: M--1:15pm-2:15pm; W--12:30pm-2:00pm; TH--9:00am-11:00am; F--12:30pm-1:00pm; Other times by appointment or *if my office door is open then I am available to talk.*

(ZoomConference links will be emailed out weekly)

**VIRUS WARNING- BECAUSE OF SERIOUS RISK OF COVID 19 VIRUS TRANSMISSION ALL PERSONS ARE EXPECTED TO ABIDE BY SAFETY PROTOCOLS AT ALL TIMES THROUGHOUT THE SEMESTER**

**DO NOT ATTEND ON-CAMPUS CLASSES IF YOU ARE ILL, IF YOU HAVE SYMPTOMS OF INFECTION OR HAVE BEEN IN CONTACT WITH ANYONE BELIEVED TO BE INFECTED WITH COVID 19.**

You are **required to wear a cloth face covering** over your mouth and nose while in face-to-face portions of this class and while inside of school buildings, near the entry doors and when outside but near other people.  You are required to wear facial coverings during laboratory exercises whenever other people are present in your area.

You are required to take action to sterilize equipment or other items that you handle before leaving an area and before allowing other people to touch those items.

**Course Advisories:**English 1A                            **Units:** 1

**Holidays:** Lincoln Day- 2/12/20; Spring Recess- 3/29/21-4/2/21

**Drop Deadlines: January 22th,**last day to drop to qualify for a refund.  **January 29st,**last day to drop to avoid “W”.  **March 12th,**after this date letter grade assigned.

**Final Exam: Monday, May 17th 1:00pm – 2:50pm**

**Textbooks:**Hunt and Clemens, 2016, Enhanced Microsoft Office 2013 Illustrated Fundamentals, Course Technology, Cengage Learning. **(Optional)**

**Course Outcomes:**

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.

**Course Objectives:**

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

**Classroom Conduct:**

All students are expected to act in a mature manner that respects their fellow students, the instructor and any guest presenters.  Please turn cellular phones and all other electric devices **off** during class time.  **No** tobacco products or sunflower seeds in class.

**{This is a computer lab: NO FOOD or DRINK!}**

**Computer Use:**

Due to COVID-19 safety protocols the use of the computers in FEM 12 are limited to NR 18 due to the GIS software.  So for other classes in FEM 12 you will need to bring your personal laptop or check out a campus laptops.  Check outs will be available on a first-come-first-serve-basis while supplies last. Please bring valid ID to the college’s open computer lab located in the campus library, masks and social distancing are required.  For questions and more information call 559-637-2555.

**Cheating and Plagiarism:**

Cheating and plagiarism are serious offenses and will not be tolerated.  Students shall comply with Board Policy 5410; each student is expected to exert an entirely honest effort toward attaining an education.  Violations of this policy will result in failing grade on an assignment and/or the entire course.

**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.

**Reedley College Policies:**

To receive a grade for this course, students must complete all assigned work.  It is your responsibility to stay informed on any changes to assignment due dates, readings, 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.  If class happens to be canceled the dean’s office will post a cancellation notice on the classroom door or assign a substitute. For Reedley Campus classes, the dean’s office will post the canceled class to the Reedley College website.

**Participation and Grading Policy:**

Grading for this course is based on the sum of midterm exam, final exam, lab assignments, individual participation, and unannounced 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. Late assignments will have 10% deducted each week.  After an assignment is submitted by the due date a student has one week to re-submit for a better grade.  Please communicate with me if you have extenuating circumstances which will cause a late assignment submission.    Individual participation will be considered when assigning your final grade. **If you miss class >6 times during the semester (without a valid reason) you may be dropped from the course**.  Exams may be curved based on a percentile of the highest point total in the class.  Extra-credit may be available. Final 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 | Participation |    50 |
| B | 80-89 | Labs |   225 |
|   |   | Quizzes |    50 |
| C | 70-79 | Midterm Exam |    75 |
| D | 60-69 | Final Exam |    100 |
| F |   <59 |   |   |
|   |   | TOTAL |   500 |

Tentative Class Schedule:  Note: exact order of topics may vary depending upon scheduling of field trips and availability of necessary resources.

|  |  |
| --- | --- |
| **Week          Date** | **Lecture & Lab** |
| **1                 1/15** | Introduction/Microsoft Word |
| **2                 1/22** | Microsoft Word |
| **3                 1/29** | Microsoft Word |
| **4                 2/5** | Microsoft Word |
| **5                 2/12** | Microsoft Excel |
| **6                2/19** | **Lincoln Day – no school** |
| **7                2/26** | Microsoft Excel |
| **8                3/5** | Practice Mid Term |
| **9                3/12** | **Mid Term** |
| **10             3/19** | Microsoft Powerpoint Lab #1 & #2 |
| **11             3/26** | Microsoft Powerpoint Lab #3 |
| **12             4/2** | **Spring Break** |
| **13             4/9** | Microsoft Powerpoint |
| **14            4/16** | Microsoft Powerpoint |
| **15            4/23** | **NR 110/116** |
| **16            4/30** | Microsoft Publisher |
| **17            5/7** | Microsoft Publisher |
| **18            5/14** | Review |
| **Final Exam:** | **Monday, May 17th 1:00pm – 2:50pm** |