**NR 3 – Computers in Natural Resources**

Section # 55531 Units: 1 Course Syllabus – Fall 2022

Lecture Tues & Thurs 8:00am – 8:50am in FEM 12 Lab Tues & Thurs 9:00am – 9:50am in FEM 12

***Instructor:*** Louie Long

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Office Hours: M 2:00-3:00, W 2:00-4:00, Other Times By Appointment

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# 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.) 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 Self-Service. 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.

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.”

***Tutoring Services on Campus:***

The Math Center, the Reading/Writing Center, and the Learning Center are all using the same online tutor matching service. Additionally, all Math and English Courses, as well as many other high demand courses should have embedded tutors; that means students may be able to message their embedded tutor via Canvas in each course.

If a student needs to search for a tutor, they should go to [www.tutormatchingservice.com/reedley](http://www.tutormatchingservice.com/reedley) , sign up for a free account, and begin searching for RC tutors from all three Centers.

Here is a tutorial video on how to use Tutor Matching Service: <https://youtu.be/xvRD7kSJNhs>

# Important Dates:

Friday, August 19 Last Day to drop Full Term class

Friday, August 26 Last day to register for Full Term class

Sunday, August 28 Last Day to drop a Full-Term class in person to avoid a “W”

Monday, September 5 No Class – Labor Day

Friday, October 7 Last day to drop FT class, letter grade after this date

***Assignments:***

All lab assignments are generally 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. **You will be given the opportunity to make up any missed work or re-do any work that did not receive a satisfactory score but it must be done in a timely manner. Do not wait until the last day of class to try to re-do or complete any missed assignments. There may not be enough time to get it done and your grade will suffer as a result.**

# Grading:

**Grading Philosophy:**

The purpose of this course is to teach students how to use computers and Microsoft programs such as Word, Excel, and Powerpoint to manage natural resource data, produce professional documents and prepare professional slideshows and presentations. Historically a student’s understanding of the subject and mastery of skills has been based on traditional multiple-choice exams and quizzes, and labs that are assigned a point value. Students acquire points over the course of the semester and earn a grade based on a 100% scale. While easy to use, this type of grading system does not accurately assess a student’s understanding of the subject matter. I am not interested in how well you can take a test. I am, however, interested in how well you understand the material that we will be covering over the course of the semester.

In an effort to accurately assess your mastery of the subject matter and field protocols, we will be using a Skill Mastery Scale to determine your level of understanding. The Student Learning Outcomes (SLO) and skills that we will be learning and assessing are listed below;

**SLO1: Access the Internet for forestry-related research, email and other forms of communication. ​**

Skill 1.1: Demonstrate ability to use a search engine to locate information online

Skill 1.2: Use the internet to find images to use a Word Document or Power Point slide show.

Skill 1.3: Properly author a professional email

Skill 1.4: Demonstrate an ability to use Canvas and Self Service to communicate with the instructor.

**SLO2: Apply the appropriate computer expertise in completing tasks using software to successfully address a specific natural resource need. ​**

Skill 2.1: Demonstrate an ability to produce a document free from excessive errors in formatting and punctuation.

Skill 2.2: Demonstrate an ability to use Microsoft Excel to manage natural resource related data.

Skill 2.3: Properly create a data table in Excel without using the "Insert Table" option.

Skill 2.4: Demonstrate an ability to use functions in Excel to interpret data and glean relevant information.

Skill 2.5: Demonstrate an ability to produce a slideshow using Microsoft Power Point.

Skill 2.6: Demonstrate an ability to use tools within the Power Point program to make an interesting and engaging slide show.

**SLO3: Create basic word processing documents, spreadsheets, database files and reports, and presentations. ​**

Skill 3.1: Demonstrate an ability to use Microsoft Word to produce a professional document.

Skill 3.2: Properly use Tabs when creating a Word Document (I.E. Right align, etc…)

Skill 3.3: Properly us preset Styles when creating a Word Document (I.E. Title)

Skill 3.4: Properly us formatting options when creating a Word Document.

Skill 3.5: Properly us Line Spacing options to format a Word Document.

Skill 3.6: Properly use Bullets to create a list in a Word Document.

Skill 3.7: Properly use Margin settings when creating a Word Document

Skill 3.8: Properly use Spell Check when editing a Word Document

Skill 3.9: Properly use Word Count to collect data from your Word Document (I.E. How many words have you typed, etc…).

Skill 3.10: Properly add a Comment to a Word Document using the Comment feature.

Skill 3.11: Properly use the Track Changes feature to track changes made to a Word Document.

Skill 3.12: Properly insert a Figure or Image into a Word Document.

Skill 3.13: Properly insert a Caption for the Figure or Image in a Word Document.

Skill 3.14: Properly Group the caption with the Figure or Image in a Word Document.

Skill 3.15: Properly format the Grouped caption and figure/image in a Word Document.

Skill 3.16: Properly add page numbers to a Word Document.

Skill 3.17: Demonstrate an ability to use Microsoft Excel to manage a natural resource related data set.

Skill 3.18: While using Excel, use Column and Row Headers properly in tables.

Skill 3.19: While using Excel, use Borders properly when creating tables.

Skill 3.20: While Using Excel, enter data into a spreadsheet without errors (i.e. missing data, double data entry, etc…).

Skill 3.21: While using Excel, reformat cells, rows, and columns to fit the needs of the job.

Skill 3.22: Properly insert Columns and Rows in an Excel spreadsheet.

Skill 3.23: Create a formula in Excel to help interpret or analyze data.

Skill 3.24: Use Cell Referencing in Excel when appropriate.

Skill 3.25: Use preinstalled Formulas in Excel to help interpret or analyze data (I.E. Count, Countif, Avg, Min, Max,

Skill 3.26: Copy a Spreadsheet in Excel and move it to the end of the list of tabs.

Skill 3.27: Using Excel, properly create a table from a raw data set to use in graphing specific data.

Skill 3.28: Select the proper graph to illustrate a data set in Excel

Skill 3.29: Demonstrate an ability to use Microsoft Power Point to produce a professional slide show.

Skill 3.30: Properly select a slide type when creating a slide show in Power Point.

Skill 3.31: Use proper font weight when creating a slide show in Power Point.

Skill 3.32: Properly add Text boxes to a slide show in Power Point.

Skill 3.33: Properly change the background formatting in a slide show.

Skill 3.34: Properly add Dates to slides in a Power Point slide show

Skill 3.35: Properly apply Rule of 5 to a slide show presentation in Power Point.

Skill 3.36: Use proper font color when creating a slide show in Power Point.

**SLO4: Perform basic operations using the essential computer hardware and software configurations. ​**

Skill 4.1: Demonstrate an ability to properly use the key board, mouse, and other hardware components to effectively use the computer to complete work.

Skill 4.2: Demonstrate an ability to create folders and subfolders to store files on the hard drive.

Skill 4.3: Demonstrate an ability to save files/work in proper folders and subfolders for easy retrieval when needed.

Each lab assignment will reinforce a topic we’ve discussed in class and help students master one or more of the skills listed above. Each assignment will be graded using a Skill Mastery Scale that ranges from 0 – 4 where a 0 means that the student has not demonstrated any comprehension of the skill and a 4 means that the student has mastered the skill (see Table 1 below). As with anything, **practice makes improvement**. Your job is to learn the skill and demonstrate mastery. If you fail to demonstrate mastery of a skill during any of the individual labs there will be opportunities to re-do the lab or portions of the lab to get more experience and practice with the skill in order to demonstrate mastery.

We will take 1 midterm and a final exam this semester. Exams will be graded using the same Skill Mastery Scale that is used to grade lab assignments. Once again, practice makes improvement. While the exam is a test of your level of understanding, it is also an opportunity to improve your level of understanding. As such, you will be given the opportunity to re-do any exam questions that you do not answer satisfactorily. The only exception would be the final exam. Since the final exam is given during the last week of the semester, there won’t be any time available to re-do any missed questions.

**Table 1: Skill Mastery Scale used for grading in this course.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Score | Mastery Scale | | | |
| 4 | Exceptional Competence | A | 3.50 – 4.00 | 87.50% – 100% |
| 3 | Clear Competence | B | 2.75 – 3.49 | 68.75% – 87.40% |
| 2 | Adequate Competence | C | 2.00 – 2.74 | 50.00% – 68.74% |
| 1 | Basic Competence | D | 1.25 – 1.99 | 31.25% – 49.90% |
| 0 | No Evidence of Progress Towards the Learning Target | F | 0 – 1.24 | <31.25% |

**Important Note:** One of the intangible skills that you should be learning during your time in the Forestry & Natural Resources Program is initiative. **Initiative: *noun* 1. the ability to assess and initiate things independently.** It will be your responsibility to schedule re-do work. I will make time available for the re-do work but you must schedule in a timely manner the time to complete the re-do work.

# Quizzes:

Quizzes will be at my discretion and will be graded using the same Skills Mastery Scale as all other assignments.

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Week** | **Date** | **Lecture** | **Lab Assignments** |
| 1 | 8/9/2022 | Introduction  Professional Emails | #1 - Search Engines |
|  | 8/11/2022 | #2 -Emailing a perspective employer |
|  |  |  |  |
| 2 | 8/16/2022 | Microsoft Excel | #3 - Data Entry |
|  | 8/18/2022 | #4 - Sorting Data |
|  |  |  |  |
| 3 | 8/23/2022 | Microsoft Excel | #5 - Use of Formulas |
|  | 8/25/2022 | #6 - Graphing |
|  |  |  |  |
| 4 | 8/30/2022 | Microsoft Word | #7 - Creating a Word Document |
|  | 9/1/2022 | #8 - Editing a Word Document |
|  |  |  |  |
| 5 | 9/6/2022 | Microsoft Word | #9 - Importing Pictures |
|  | 9/8/2022 | **No Class** | **NR 108 - Field Studies** |
|  |  |  |  |
| 6 | 9/13/2022 | **Midterm**  Microsoft Power Point | **Midterm** |
|  | 9/15/2022 | #10 - Creating a Power Point Slideshow |
|  |  |  |  |
| 7 | 9/20/2022 | Microsoft Power Point | #11 - Rule of 5 |
|  | 9/22/2022 | #12 - Creating a better Power Point |
|  |  |  |  |
| 8 | 9/27/2022 | **No Class** | **Forest Conservation Days** |
|  | 9/29/2022 |
|  |  |  |  |
| 9 | 10/4/2022 | Review **Final Exam** | Getting signed off on skills mastery |
|  | 10/6/2022 | Last day to demonstrate mastery of skills |
| Schedule is subject to change | |  |  |

**COVID19 and the Spring Semester:**

**Attendance Policies (***From the RC website regarding COVID protocols*)

Dear Students:

We are pleased to be able to simplify the vaccine mandate as the impact of COVID-19 continues to decline in our community. We will continue to monitor the impact of the pandemic and adjust as needed.

The following changes are being made to the COVID-19 vaccine mandate requirements effective immediately.

**All students can now take in-person classes (and access in-person services) if they meet ONE of the following:**

* 1. Upload proof of COVID-19 vaccine [**(See instructions to upload)**](https://www.scccd.edu/lp/coronavirus/covid-vaccine-mandate-site.html) OR
* 2. Test for COVID-19 twice a week (not on consecutive days) at the approved SCCCD testing sites.

Testing is performed through a saliva test NOT a nasal test. Medical or religious exemption requests are no longer required.

**Masks are "highly recommended" and optional.** However, they continue to be required in health services and child development service areas on campus.

We will continue to offer quality online instruction and services.

**COVID-19 Testing Site Locations:**

**Reedley College**

* Tent outside of gymnasium
* M-Th 9 am-6 pm

Please note: No appointment is necessary. No food or drink is allowed one (1) hour prior to testing.

More information can be found at the [**SCCCD COVID-19 mandate webpage.**](https://www.scccd.edu/lp/coronavirus/scccd-vaccine-requirement-faqs.html) We look forward to seeing many of you on campus!

Students should evaluate their own health daily and must complete the online health screening available daily: <https://scccd.az1.qualtrics.com/jfe/form/SV_3IO880HybZg7ajX>

If they have any of the following symptoms, they should not attend class. Students are encouraged to contact the nurse or healthcare provider for further guidance. Common COVID-19 symptoms include, but are not limited to:

* cough
* sore throat
* shortness of breath
* runny nose (not due to seasonal allergies)
* fever (100.4 degrees or more)
* and/or chills

Students should also not attend class if they have had close contact with anyone who has had these symptoms in the last 14 days.