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COURSE NAME-----  
CODE NO.**I. COURSE DESCRIPTION:**

Computer Applications is intended to build on computer skills acquired in earlier courses. Generic software skills are developed and extended, using practical problems of the sort encountered by Integrated Resource Management Technologists. Use of spreadsheets to format and analyze field data is covered in some detail. Natural resource applications for database managers are introduced as well. Students will format and analyze field data collected from other Integrated Resource Management courses. Students are assumed to be competent in the use of word processors, and have a basic understanding of managing files in windows environments.

**II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:**

Upon completion of this course the student will demonstrate the ability to:

## 1. Manage diskettes and files, using the Windows Explorer

*Potential Elements of the Performance*

- open the windows explorer
- copy files between folders
- move files between folders
- delete files
- create folders

This learning outcome will count for approximately 6% of the final mark

## 2. Use spreadsheets in the formatting and analysis of fish stocking data

*Potential Elements of the Performance*

- analyze field notes to determine formatting and analysis needs
- design spreadsheet
- use formatting features to present data in an effective, professional manner
- load data
- use appropriate functions and/or formulas to analyze data in a meaningful way

This learning outcome will count for approximately 7% of the final mark

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3. Use a presentation manager to design an effective natural resource related computer-based slide presentation

***Potential Elements of the Performance***

- choose an appropriate natural-resource related theme
- storyboard an effective presentation
- use text, graphics, and charts to create an effective presentation

This learning outcome will count for approximately 10% of the final mark

4. Use a spreadsheet to format and present scientific data, in a professional manner

***Potential Elements of the Performance***

- use formatting features to present data in an effective, professional manner
- work with dates and times in an effective, efficient manner
- use scientific notation in data analysis

This learning outcome will count for approximately 7% of the final mark

5. Use a spreadsheet to format and analyze large quantities of creel census data.

***Potential Elements of the Performance***

- use formatting to effectively present creel census data
- use sorting, filtering, functions, formulas and other spreadsheet functions to effectively analyze creel data

This learning outcome will count for approximately 8% of the final mark

6. Use a spreadsheet to present and analyze climatic data.

***Potential Elements of the Performance***

- use formatting to effectively present climatic data
- use sorting, filtering, formulas, functions and other spreadsheet features to effectively analyze climatic data

This learning outcome will count for approximately 8% of the final mark

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7. Use spreadsheet-charting functions to assess and analyze a wide variety of natural resource data, including cervid life tables.

***Potential Elements of the Performance***

- use functions, formulas, charting and other spreadsheet functions to effectively analyze life table data
- chart trends in life table data

This learning outcome will count for approximately 25% of the final mark

8. Design and use a single-table database to store data collected during lake or stream surveys

***Potential Elements of the Performance***

- design an effective table to store data, using appropriate data types
- load data into table

This learning outcome will count for approximately 6% of the final mark

9. Use database queries to effectively isolate useful information from lake/stream survey or urban tree survey databases

***Potential Elements of the Performance***

- examine data to determine what useful information it contains
- design queries appropriate to the task at hand

This learning outcome will count for approximately 8% of the final mark

10. Use a database report generator to concisely and professionally present data from a single-table database.

***Potential Elements of the Performance***

- examine data available to determine what information should be displayed
- use a database report generator to design and print concise, professional reports

This learning outcome will count for approximately 8% of the final mark

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11. Use a database manager to design effective, professional data entry forms.

***Potential Elements of the Performance***

- examine field notes to determine best layout for data entry form
- use a database form generator to design an effective, professional data entry form

This learning outcome will count for approximately 8% of the final mark

**III. TOPICS:**

Note: These topics will not necessarily be explored as isolated learning units, or in the order presented below:

1. Review management of diskettes and files, using the windows file manager
2. Use of spreadsheets in the formatting and analysis of fish stocking data
3. Use of spreadsheets in the formatting and presentation of scientific data
4. Appropriate formatting and presentation of climatic data
5. Use of spreadsheets in the analysis of life tables
6. Effective use of spreadsheet charting functions
7. Use of a database manager to store, filter and retrieve simple data from lake, pond or stream surveys
8. Use of a database manager to generate reports from lake survey data
9. Use of a database form generator to produce effective data entry forms

**IV. REQUIRED RESOURCES/TEXTS/MATERIALS:**

1. FOR365 Computer Applications Study Guide
2. At least 5 - 3 1/2" High Density (1.44Mb) floppy diskettes
  - Students are advised not to purchase books before consulting instructor

**V. EVALUATION PROCESS/GRADING SYSTEM:**

Tests	65%.
Assignments	35%
Total	100%

Note: There will be two unit tests, students must achieve a grade of at least 60% in both unit tests. If overall average is less than 60%, and the student has passed at least one of the two unit tests, a rewrite may be allowed in the unit not passed.

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COURSE NAME-----  
CODE NO.**Grading System**

A+	Consistently Outstanding	(90% - 100%)
A	Outstanding Achievement	(80% - 89%)
B	Consistently Above Average Achievement	(70% - 79%)
C	Satisfactory or Acceptable Achievement in all areas subject to assessment	(60% - 69%)
R	Repeat - The student has not achieved the objectives of the course and the course must be repeated	(Less than 60%)
CR	Credit Exemption	
X	A temporary grade, limited to situations with extenuating circumstances, giving student additional time to complete course requirements	

**Notes:**

- Attendance is very important. Attendance will be recorded, one way or another, in every class.
- Students may be assigned an "R" grade early in the course for unsatisfactory performance.
- Students should bring at least one blank diskette to every class
- Your instructor reserves the right to modify the course, as he/she deems necessary to meet the needs of students.

**VI. SPECIAL NOTES:**Special Needs

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, learning disabilities), you are encouraged to discuss required accommodations with the instructor and/or contact the Special Needs Office, Room E1204, Ext. 493, 717, 491 so that support services can be arranged for you.

Retention of Course Outlines

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other post-secondary institutions.

COMPUTER APPLICATIONS

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COURSE NAME-----  
CODE NO.Plagiarism

Students should refer to the definition of "academic dishonesty" in the "Statement of Student Rights and Responsibilities". Students who engage in "academic dishonesty" will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course, as may be decided by the professor.

Substitute Course Information is available at the Registrar's Office.

**VII. PRIOR LEARNING ASSESSMENT**

Students who wish to apply for advanced credit in the course should consult the instructor.