SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO

Sault College

<u>COURSE OUTLINE</u>

COURSE TITLE:	Computer Projects
CODE NO. :	NRT322 **SEMESTER:** Six
PROGRAM:	Integrated Resource Management Technology
AUTHOR:	Erwin Goertz
DATE:	DEC. 2001 **PREVIOUS OUTLINE DATED:** Jan 2001
APPROVED:	

_____   _____
                            DEAN   **DATE**

TOTAL CREDITS:	3
PREREQUISITE(S):	None
LENGTH OF COURSE:	2 hours/week
TOTAL CREDIT HOURS:	32

_____   _____

I.   COURSE DESCRIPTION:

This is a project-oriented course in which the student will make contact with an outside agency (OMNR, Ducks Unlimited, logging company, tourism company, research center…) and complete a project using a microcomputer. The project will meet some aspect of the agency's information needs. Conventional software (spreadsheets, database managers, graphics packages) are commonly used to summarize and display project results.

II.   LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

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

1.   Use an IBM compatible microcomputer and the operating system with confidence.

Potential Elements of the Performance:
- copy and save files
- import data from floppy disk to hard drive and vice versa
- import/export data from one software package to another
- trouble shoot problems that may arise relating to available memory, corrupted disks, and printer problems
- create graphs and charts
- use a word processing package to report results
- access the world wide web and review literature

2.   Identify microcomputer use in his/her field of interest.

Potential Elements of the Performance:
- contact potential project employers
- investigate tasks required to complete a computer oriented project
- investigate potential software that will meet the needs of the project

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3. Effectively compile and manipulate natural resource data.

    Potential Elements of the Performance:
    - be able to use software related to the project
    - be able to input data in a logical arrangement
    - be able to delete, add and edit information from the entire data set
    - understand how the data was collected
    - make recommendations regarding the data once compiled
    - identify important conclusions from the data

4. Convey methodology and results of his/her project both orally and in documented form.

    Potential Elements of the Performance:
    - prepare a draft report and submit to the instructor and the employer
    - discuss the draft report with the instructor and the employer
    - submit a final report to the instructor and the employer
    - use audio visual equipment to convey methodology and results of the project to fellow students and the instructor

5. Use computer software that will be introduced to students.

    Potential Elements of the Performance:
    - students will use public domain software and apply it

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III.   TOPICS:

1.   Introduction to the course project, the project definition outline, and the contract.

2.   Contacting potential employers for the project and instructor and employer expectations.

3.   Student progress and employer deadlines.

4.   Use of public domain software.

5.   Progress report, oral report and final report requirements.

IV.   REQUIRED RESOURCES/TEXTS/MATERIALS:

- Two (2) 3 ½" floppy disks
- Active Sault College computer account

V.   EVALUATION PROCESS/GRADING SYSTEM:

The following grading method will be used in this course;

Making contact with the employer, defining the project, Submitting the Project Outline and Contract	20
Attendance	10
Draft of the report	10
Final Written Report	20
Oral presentation to Class	10
Employer evaluation of Project	30
	100%

- Students must receive a minimum of 18/30 (60%) for the employer evaluation in order to pass the course.
- Students can be assigned an "R" grade early in the course for unsatisfactory performance.

The following semester grades will be assigned to students in postsecondary courses:

Grade	Definition	Grade Point Equivalent
A+	90 - 100%	4.00
A	80 - 89%	3.75
B	70 - 79%	3.00
C	60 - 69%	2.00
R (Repeat)	59% or below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field placement or non-graded subject areas.	
U	Unsatisfactory achievement in field placement or non-graded subject areas.	
X	A temporary grade. This is used in limited situations with extenuating circumstances giving a student additional time to complete the requirements for a course (see *Policies & Procedures Manual – Deferred Grades and Make-up*).	
NR	Grade not reported to Registrar's office. This is used to facilitate transcript preparation when, for extenuating circumstances, it has been impossible for the faculty member to report grades.	

VI.   SPECIAL NOTES:

Special Needs:
If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your instructor and/or the Special Needs office. Visit Room E1204 or call Extension 493, 717, or 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 postsecondary institutions.

<u>Plagiarism:</u>

Students should refer to the definition of "academic dishonesty" in *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. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

The Professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

Substitute course information is available in the Registrar's office.

VII.   PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advanced credit in the course should consult the instructor. Credit for prior learning will be given upon successful completion of the following:

VIII.   DIRECT CREDIT TRANSFERS:

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean's secretary. Students will be required to provide a transcript and course outline related to the course in question.