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Course Name

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Code No.**I. COURSE DESCRIPTION:**

This course is intended to build on computer skills acquired in earlier courses by covering software designed specifically for fisheries and wildlife biology and management. Students will gain a deeper understanding of global positioning systems, file management and fish and wildlife applications for presentation managers. Use of spreadsheets to format and analyze field data is covered in some detail. Software specific to fish and wildlife management such as the Ontario Deer Model, population modeling software, and aquatic/terrestrial ecosystem assessment programs will be included. Students are assumed to be competent in the use of word processors.

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

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

1. ***Use the Global Positioning System to determine UTM coordinates and to collect both track logs and waypoints.***

Potential Elements of the Performance:

- Understand the functional elements of a GPS receiver.
- Use a GPS receiver to determine UTM coordinates in the field.
- Use a GPS receiver to collect track logs while delineating ecosystem boundaries
- Use a GPS receiver to collect waypoints in the field

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

2. ***Manage disks and files using Windows Explorer.***

Potential Elements of the Performance:

- Develop a structured approach to managing files and folders
- Open the Windows Explorer
- Create folders
- Copy files between folders
- Move files between folders
- Save files to appropriate folders
- Delete files and folders

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

3. ***Use a presentation manager to design an effective fish and wildlife related computer-based slide presentation.***

Potential Elements of the Performance:

- Choose an appropriate fish and wildlife related theme
- Storyboard an effective presentation
- Use text, graphics and charts to create an effective presentation

*This learning outcome will count for approximately 9% of the final mark.*

4. ***Use personal digital assistants to design and use simple databases and tally forms***

Potential Elements of the Performance:

- Use HandBase to design a simple database and an associated data entry form
- Use a personal digital assistant to gather data in the field

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

5. ***Effectively use current software applications specific to fish and wildlife management.***

Potential Elements of the Performance:

- Gain an understanding of specialized software used by government agencies such as the Ontario Deer Model, Deercamp or Creelsys.

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

6. ***Use a spreadsheet to format and analyze scientific data related to fish and wildlife applications.***

Potential Elements of the Performance:

- Analyze field notes to determine formatting and analysis needs.
- Load field data from tally sheets or from hand-held computers onto spreadsheets
- Use formatting features to present data in an effective, professional manner.
- Work with dates and times in an effective manner.
- Effectively design and use data entry forms
- Use sorting, filtering, functions, formulas, charting, pivot tables and other spreadsheet features to effectively analyze scientific data

*This learning outcome will count for approximately 50% of the final mark.*

7. ***Understand the principles of database design, and the uses of database managers***

Potential Elements of the Performance:

- Demonstrate an understanding of fields and records
- Demonstrate an understanding of database table design
- Demonstrate an understanding of the use of database queries
- Demonstrate an understanding of the use of database reports

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

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Code No.**III. TOPICS:**

1. Fish and Wildlife Applications for Presentation Software
2. Use of personal Digital Assistants in field data collection
3. Global Positioning Systems
4. File Management using Windows Explorer
5. Spreadsheets for Fish and Wildlife – Data Analysis and Presentation
6. Specialized Fish and Wildlife Software
7. Introduction to Database Software for Fish and Wildlife

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

1. Two formatted 1.44Mb high density diskettes
2. Two CD-R writeable compact disks
3. Software for Fish and Wildlife NRT201 Study Guide

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

Tests	60%
Assignments	40%
Total	100%

Note: Students must pass the Excel Test in order to pass the course. If the Excel Test is not passed on the first attempt, a rewrite may be allowed, late in the semester. Rewrites will only be allowed for students with good attendance.

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

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<b>Grade</b>	<b><u>Definition</u></b>	<i>Grade Point Equivalent</i>
A+	90 – 100%	4.00
A	80 – 89%	3.00
B	70 - 79%	2.00
C	60 - 69%	1.00
D	50 – 59%	0.00
F (Fail)	49% and below	
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field /clinical placement or non-graded subject area.	
U	Unsatisfactory achievement in field/clinical placement or non-graded subject area.	
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.	
NR	Grade not reported to Registrar's office.	
W	Student has withdrawn from the course without academic penalty.	

**Notes:**

- Attendance is very important. Attendance will be recorded one way or another, in every class.
- Students may be assigned an “F” grade early in the course for unsatisfactory performance.
- Communications will frequently be posted in WebCT. Students are expected to check WebCT email and discussion postings at least 4 times each week.
- 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, or learning disabilities), you are encouraged to discuss required accommodations with your professor and/or the Special Needs office. Visit Room E1101 or call Extension 2703 so that support services can be arranged for you.

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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.

Communication:

The College considers **WebCT/LMS** as the primary channel of communication for each course. Regularly checking this software platform is critical as it will keep you directly connected with faculty and current course information. Success in this course may be directly related to your willingness to take advantage of the **Learning Management System** communication tool.

Plagiarism:

Students should refer to the definition of “academic dishonesty” in *Student Code of Conduct*. 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/program, as may be decided by the professor/dean. 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.

Course outline amendments:

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 professor. Credit for prior learning will be given upon successful completion of a challenge exam or portfolio.

**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.