

COURSE DESCRIPTION:**I.**

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 personal computer. The project will meet some aspect of the agency's information needs. Conventional software (spreadsheets, database managers, graphics packages, publishing software) 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 a Windows-based computer with confidence.

Potential Elements of the Performance:

- Establish and maintain an efficient, effective system for managing personal files
- import/export data between software packages
- trouble shoot problems relating to corrupted disks, and printer problems and digital imaging
- use spreadsheets to create professional-quality graphs and charts
- Use a presentation manager to produce a professional-quality presentation
- use a word processing package to report results
- access the world wide web and review literature

2. Identify computer 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

3. Effectively compile and manipulate natural resource data.

Potential Elements of the Performance:

- use software related to the project
- input data in a logical, systematic manner
- 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 both 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 an LCD projector and presentation management software to convey methodology and results of the project to fellow students and the instructor

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

Potential Elements of the Performance:

- use hardware and software and apply them to natural-resource related problems

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 presentation managers.
5. Use of Personal Digital Assistants.
6. Progress report, oral report and final report requirements.

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

- Two 3 ½" floppy disks
- One CD-R
- 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	15
Communication with employer and instructor	10
PowerPoint Quiz	10
Draft of the report	10
Final Written Report	20
Oral presentations of (project and Powerpoint)	10
Employer Evaluation of Project	<u>25</u>
	100%

- Students must receive a minimum of 15/25 (60%) on 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	<u>Definition</u>	<i>Grade Point Equivalent</i>
A+	90 – 100%	
A	80 – 89%	4.00
B	70 - 79%	3.00
C	60 - 69%	2.00
D	50 – 59%	1.00
F (Fail)	49% and below	0.00
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.

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 493 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.

Plagiarism:

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/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.

<include any other special notes appropriate to your course>

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.