COURSE OUTLINE: NET357 - COMPUTER APPLICATION

Prepared: Natural Environment
Approved: Sherri Smith, Chair, Natural Environment, Business, Design and Culinary

Course Code: Title	NET357: COMPUTER APPLICATIONS
Program Number: Name	5221: NAT ENVIRONMENT TY
Department:	NATURAL RESOURCES PRG
Semesters/Terms:	19W
Course Description:	This course provides GIS and applicable software to support the analysis of data for the Independent Study. Topics Covered: • Basic file management and computer literacy • Learn how to use Microsoft Outlook for the purposes of mailing, keeping contacts, scheduling, and assigning tasks. • Learn to find, access, download and save digital & spatial data types • Learn proper data capture and input standards in Excel and Access • Learn to clean, organize and manipulate tabular data • Integrate data into GIS environment for spatial analysis and display as a visual medium • Use Microsoft Word to compose a technical summary report including tables, figures, TOC and Data Sources • Use PowerPoint to efficiently present findings
Total Credits:	3
Hours/Week:	3
Total Hours:	45
Prerequisites:	There are no pre-requisites for this course.
Corequisites:	There are no co-requisites for this course.
Vocational Learning Outcomes (VLO's) addressed in this course: **Please refer to program web page for a complete listing of program outcomes where applicable.**	**5221 - NAT ENVIRONMENT TY** VLO 1 Collect, analyze, interpret and report on data from representative biological and environmental samples. VLO 2 Utilize natural resources information technology equipment to assemble, analyze and present identified ecosystem components for purposes of conserving and managing natural resources. VLO 3 Apply the basic concepts of science to natural resource conservation and management. VLO 10 Communicate technical information accurately and effectively in oral, written, visual and electronic forms.
Essential Employability Skills (EES) addressed in this course:	EES 1 Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience. EES 4 Apply a systematic approach to solve problems. EES 6 Locate, select, organize, and document information using appropriate technology and information systems. EES 7 Analyze, evaluate, and apply relevant information from a variety of sources.

Course Evaluation:	Passing Grade: 0%, D
Other Course Evaluation & Assessment Requirements:	Grade Definition Grade Point Equivalent A+ 90 - 100% 4.00 A 80 - 89% 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.

Course Outcomes and Learning Objectives:

Course Outcome 1	**Learning Objectives for Course Outcome 1**
1. Effectively compile and manipulate Natural Resources data.	a) Use a variety of related software in support of individual projects b) Use Excel to logically organize and analyze data c) Gain experience with using Microsoft Access as a database tool
Course Outcome 2	**Learning Objectives for Course Outcome 2**
2. Competently use GIS software to analyze spatial data	a) Refine skills developed in previous GIS courses b) Create Maps to display findings
Course Outcome 3	**Learning Objectives for Course Outcome 3**
3. Efficiently use Microsoft Access to create and manage databases	a) Create a Microsoft Access database and form b) Run queries in MS Access to answer specific questions
Course Outcome 4	**Learning Objectives for Course Outcome 4**
4. Develop an advanced understanding of Microsoft Word	a) Understand and effectively use advanced word processing tools found in MS Word
Course Outcome 5	**Learning Objectives for Course Outcome 5**
5. Computer Literacy	a) Will learn proper file management, naming conventions b) File downloading & saving c) Common Windows Explorer applications and functions
Course Outcome 6	**Learning Objectives for Course Outcome 6**
6. Prepare data in Excel	a) Clean, organize and format data b) Utilize formula for data analysis c) Create charts and graphs for data visualizations
Course Outcome 7	**Learning Objectives for Course Outcome 7**
7. PowerPoint presentation creation	a) Effectively utilize PP to create visual presentations

Course Outcome 8	Learning Objectives for Course Outcome 8
8. Outlook	a) Compose professional e-mails with common e-mail add-ons, such as read and delivery receipts, assigning importance, creating signatures, and sorting e-mails using rules b) Using Outlook Calendar to schedule meetings, book appointments, and view shared calendars c) Create, saving, and importing contacts. As well as creating distribution groups for e-mails d) Create and assign tasks to individuals

Evaluation Process and Grading System:

Evaluation Type	Evaluation Weight	Course Outcome Assessed
5 x 10% Quizzes	50%	
Assignments	40%	
Attendance / Participation	10%	

Date: June 22, 2018

Please refer to the course outline addendum on the Learning Management System for further information.