



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:	20W
Course Description:	<p>This course provides GIS and applicable software to support the analysis of data for the Independent Study.</p> <p>Topics Covered:</p> <ul style="list-style-type: none"> • 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:	<p>5221 - NAT ENVIRONMENT TY</p> <p>VLO 1 Collect, analyze, interpret and report on data from representative biological and environmental samples.</p> <p>VLO 2 Utilize natural resources information technology equipment to assemble, analyze and present identified ecosystem components for purposes of conserving and managing natural resources.</p> <p>VLO 3 Apply the basic concepts of science to natural resource conservation and management.</p> <p>VLO 10 Communicate technical information accurately and effectively in oral, written, visual and electronic forms.</p>
Essential Employability Skills (EES) addressed in this course:	<p>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.</p> <p>EES 4 Apply a systematic approach to solve problems.</p> <p>EES 6 Locate, select, organize, and document information using appropriate technology and information systems.</p> <p>EES 7 Analyze, evaluate, and apply relevant information from a variety of sources.</p>



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Course Evaluation:

Passing Grade: 0%, D

Other Course Evaluation & Assessment Requirements:

Academic success is directly linked to attendance. Missing more than 1/3 of the course hours in a semester shall result in an 'F' Grade for the course.

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



	5 x 10% Quizzes	50%
	Assignments	40%
	Attendance / Participation	10%

Date: June 19, 2019

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