

Course Objectives/Course Outline
Spokane Community College

Course Title: Basic Computer Applications in Natural Resources

Prefix and Course Number: NATRS 120

Course Learning Outcomes:

By the end of this course, a student should be able to:

- use the most common types of computer software (word processing, spreadsheet, database, PowerPoint))
- use the Internet to create reports and presentations
- use the appropriate computer application to complete forms commonly used in the natural resources field

Course Outline:

- I. Introduction
 - A. Elements of a Computer System
 - B. Lab Orientation
- II. Software
 - A. Elements of Good Software
 - B. Legal Rights
 - C. Overview of Types of Software Applications
- III. Operating Systems
 - A. Purpose and Types (DOS and Windows)
 - B. Files and Directories (Folders)
 - C. Common Functions
 - D. Using Windows
- IV. Internet
 - A. Browsers and Their Uses
 - B. Search Engines
 - C. Netiquette and Appropriate Internet Use
 - D. On-line Forms
 - E. Graphics
 - F. E-mail
- V. Presentations
 - A. Elements of Good Presentations
 - B. Using PowerPoint
 - C. Creating Overhead Handouts
- VI. Word Processing
 - A. Creating and Editing
 - B. Saving and Retrieving Files
 - C. Output
 - D. Text and Graphic Enhancement
 - E. Applications in Natural Resources