

Syllabus

Tech & Applications

Course Information

Semester & Year: Spring 2026
Course ID & Section #: FNR-46-E9971
Instructor's name: Madeleine Lopez
Location: AT 107
Day/Time of required meetings: Friday 11:05 am - 3:10 pm
Course units: 1.00

Instructor Contact Information

Office location: AT 123 or *Online: ZOOM*
Office hours: Friday 10:00 - 11:00 am & 3:10 - 5 pm, by appointment
Phone number: (707) 476-4131
Email address: Madeleine-lopez@redwoods.edu

Catalog Description

Lab-based overview of current technology and applications commonly used in forestry and natural resource professions. Students will explore the rapidly-changing technology used in the field and office and the software applications used to operate and manage the technology

Course Student Learning Outcomes

1. Demonstrate the practical utilization of common software applications.
2. Identify which application is most appropriate for specific tasks.
3. Discuss integration between different applications including developing presentation figures and graphs from quantitative data.

Required Materials

Textbook title: -- No required text--

*Other resources or required readings will be made available via Canvas

USB flash drive: minimum of 8 GB storage space, but I recommend a 32 GB flash drive to hold all of your lab information as you go from class computers to your personal computer.

Evaluation & Grading Policy

Grading

Type	Percentage of final grade
Assignments and Activities	70%
Final	20%
Participation/Professionalism	10%
Grand total	100%

Grading Scheme

A: 94-100, A-: 90-<94, B+: 87-<90, B: 84-<87, B-: 80-<84, C+: 77-<80, C: 70-<77, D: 60-<70, F: <60

Late/missing work policy: Assignments are to be completed and turned in by the date indicated. Please plan ahead, as late assignments will be penalized and lose 5% for each day they are late. Work submitted 10 or more days past the due date will receive a 50% deduction. No late work will be accepted 20 days past the due date. If a serious and compelling issue should arise and prevent you from turning in the assignment on time (e.g. death in the family, hospitalization), please contact me 48 hours in advance and we will work out an alternative plan. Please see me immediately if something in the foreseeable future is approaching as well. My goal is to help every student effectively learn and grow in this course, as such, I will remain open and flexible.

Drop Policy: You may be dropped from the class if you miss 3 or more weeks of class participation, discussion, assignments, or labs prior to the end of week 10.

Academic Dishonesty: All assignments must be completed individually and should represent your own effort and understanding. Instances where it is clear that work has been shared and copied, or otherwise derived from other's work, will result in both students receiving a clear warning and a zero on the assignment. A second instance will result in failure of the class and reported to the University.

Other information:

Course Format: Each week we will review important concepts and complete a related lab assignment. Lab assignments will either be due at the end of the period, or week. Please be sure to check the Canvas Modules for the most current schedule and due dates. Always be sure to attend our in-person sessions, as it is imperative to your success in this course.

Expected workload: The expected workload for CR Courses is calculated at 3 hours per week for each unit in a standard 16-week course. * For the combined lecture and lab in this late-start 14-week class, it amounts to 3.4 hours per week. This may be more or less hours depending on your learning style and inevitable technical challenges with the internet/software etc.

Emails: Please reach out whenever you have questions, get stuck, or need to communicate with me directly. When sending an email, please be sure to **label the Subject line as “FNR 46 _additional info_”** to ensure your email gets flagged.

Educational Accessibility & Support

College of the Redwoods is committed to providing reasonable accommodations for qualified students who could benefit from additional educational support and services. You may qualify if you have a physical, mental, sensory, or intellectual condition which causes you to struggle academically, including but not limited to:

- Mental health conditions such as depression, anxiety, PTSD, bipolar disorder, and ADHD
- Common ailments such as arthritis, asthma, diabetes, autoimmune disorders, and diseases
- Temporary impairments such as a broken bone, recovery from significant surgery, or a pregnancy-related disability
- A learning disability (such as dyslexia, reading comprehension), intellectual disability, autism, or acquired brain injury
- Vision, hearing, or mobility challenges

Available services include extended test time, quiet testing environments, academic assistance and tutoring through the [LIGHT Center](#), counseling and advising, alternate formats of course materials (e.g., audio books, braille, E-texts), assistive technology, learning disability assessments, approval for personal attendants, interpreters, priority registration, on-campus transportation, adaptive physical education and living skills courses, and more. If you believe you might benefit from disability- or health-related services and accommodations, please contact [Student Accessibility Support Services \(SASS\)](#). If you are unsure whether you qualify, please contact Student Accessibility Support Services (SASS) for a consultation: sass@redwoods.edu.

SASS office locations and phone numbers

Eureka campus

- Phone: 707-476-4280
- Location: Student Services Building, first floor

Del Norte campus

- Phone: 707-465-2324
- Location: Main Building, next to the library



Klamath-Trinity campus

- Phone: 707-476-4280

Student Support Services

Good information and clear communication about your needs will help you be successful. Please let your instructor know about any specific challenges or technology limitations that might affect your participation in class. College of the Redwoods wants every student to be successful.

The following online resources are available to support your success as a student:

[CR Online Learning Support](#)

Tech support, laptop loans, guides to using Canvas, installing Office 365 for free, and more.

[Library Articles & Databases](#)

Find the best library databases for your research.

[Online Tutoring Resources](#)

Participate in tutoring over Zoom.

To learn more about the resources available to you, click on a title bar below, or click the down arrow to expand them all.

Klamath-Trinity students can contact the CR Klamath-Trinity Office for specific information about student support services at 530-625-4821.

Community College Student Health and Wellness

National Suicide Prevention Lifeline

If you are in distress or are with someone at risk right now, call or text the National Suicide Prevention Lifeline.

Call the National Suicide Prevention Lifeline

1-800-273-TALK (8255)

Text the National Suicide Prevention Lifeline

741-741

Timely Care



When you're not feeling well physically or distressed mentally, Timely Care can offer the help you're looking for in just a few quick taps. Students can schedule an appointment anytime via phone, video, and chat. [Log in or set up an account with Timely Care.](#)

Mental Health Counseling

Students should text, email, or fax Shawna Bell directly for scheduling and/or services.

Text: 707-496-2856
Email: shawnabmft@gmail.com
Fax and voicemail: 707-237-2318

Wellness Central

Resources, tools, and trainings regarding health, mental health, wellness, basic needs and more designed for California community college students, faculty and staff are available on the California Community Colleges [Wellness Central](#).

Counseling

[Counseling and Advising](#) can assist students in need of academic advising and professional counseling services. Call, email or stop by one of our offices to make an appointment!

Counseling and Advising office locations and contact info

Eureka campus

- Phone: 707-476-4150
- Location: Student Services Building, first floor
- Email: counseling@redwood.edu
- Hours: Monday through Friday, 9am to 4pm. Summer hours may vary

Del Norte campus

- Phone: 707-476-2300
- Location: Main Building, next to the library
- Hours: Summer hours may vary

Klamath-Trinity campus

- Phone: 530-625-4821
- Email: KT-staff@redwoods.edu
- Hours: Summer hours may vary

Basic Needs Center

[The Basic Needs Center](#) provides for the health and safety of students by providing access to healthy



food, financial resources, and referrals to safe and secure housing. [Submit a request for services and information.](#)

Basic Needs Center contact info

- Phone: 707-476-4153
- Email: retention@redwoods.edu

Learning Resource Center

The Learning Resource Center includes the following resources for students:

Library Services

[Library Services](#) promotes information literacy and provides organized information resources.

Academic Support Center

The [Academic Support Center](#) offers tutoring and test proctoring for CR students.

Student Tech Help

[Student Tech Help](#) provides students with assistance around a variety of tech problems.

Extended Opportunity Programs and Services (EOPS)

[Extended Opportunity Programs and Services](#) (EOPS) provides services to eligible income disadvantaged students including: textbook awards, grants, career academic and personal counseling, transportation assistance, tutoring, laptop, calculator and textbook loans, priority registration, graduation cap and gown, workshops, and more!

TRiO Student Success Program

The TRiO Student Support Services Program provides eligible students with a variety of services including academic advising, career assessments, assistance with transfer, and peer mentoring. Students can apply for the program with the [Eureka TRiO office](#) or the [Del Norte TRiO office](#).

Veterans Resource Center

The [Veteran's Resource Center](#) supports and facilitates academic success for Active Duty Military, Veterans and Dependents attending CR through relational advising, mentorship, transitional assistance, and coordination of military and Veteran-specific resources.

CaIWORKS

California Work Opportunity & Responsibility to Kids ([CaIWORKs](#)) provides supportive services to student parents with children under the age of 18, who are receiving cash assistance (TANF benefits), to become self-sufficient. Services include: transportation assistance, basic student supplies, tutoring, priority registration, laptop and calculator loans, career, academic, and personal counseling, and more!

Academic dishonesty

In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. In cases involving academic dishonesty, determination of the grade and of the student's status in the course is left primarily to the discretion of the faculty member. In such cases, where the instructor determines that a student has demonstrated academic dishonesty, the student may receive a failing grade for the assignment and/or exam and may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct ([AP 5500](#)) is available on the College of the Redwoods website. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the [2023-2024 College Catalog](#) and [CR Board and Administrative Policies](#).

AI Use Class Policy

Recent advancements in generative artificial intelligence (AI) have made large language models such as ChatGPT and Google's Bard widely available. However, overuse of these tools in this class can undermine your learning and curtail the development of your critical and creative thinking skills. In addition, AI outputs are often unreliable and frequently subject to bias. For these reasons, the policy of this class is that AI cannot be used at any point in the completion of class assignments, including discussion posts. Any or all of your assignment submissions and discussion posts may be screened by AI detection software, but the real penalty for AI misuse is that you will miss out on an opportunity to learn.

Disruptive behavior

Student behavior or speech that disrupts the instructional setting will not be tolerated. Disruptive conduct may include, but is not limited to: unwarranted interruptions; failure to adhere to instructor's directions; vulgar or obscene language; slurs or other forms of intimidation; and physically or verbally abusive behavior. In such cases where the instructor determines that a student has disrupted the educational process, a disruptive student may be temporarily removed from class. In addition, the student may be reported to the Chief Student Services Officer or designee. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the [2025-26 College Catalog](#) and [CR Board and Administrative Policies](#).



Inclusive Language in the Classroom

College of the Redwoods aspires to create a learning environment in which all people feel comfortable in contributing their perspectives to classroom discussions. It therefore encourages instructors and students to use language that is inclusive and respectful.

Setting Your Preferred Name in Canvas

Students have the ability to have an alternate first name and pronouns to appear in Canvas. Contact [Admissions & Records](#) to request a change to your preferred first name and pronoun. Your Preferred Name will only be listed in Canvas. This does not change your legal name in our records. See the [Student Information Update form](#).

Canvas Information

Log into Canvas at [My CR Portal](#)

For help logging in to Canvas and general tech help, visit [Student Technical Support](#)

Once you're logged in to Canvas, you click on the Help icon on the left menu

Canvas online orientation workshop: [Canvas Student Orientation Course](#)

Setting Your Preferred Name and Pronouns in Canvas

Students have the ability to display personal pronouns and an alternate first name in Canvas. Students may change their pronouns on their own in Canvas (Account :: Settings :: Edit Settings). To request a change to your preferred list name, contact [Admissions & Records](#). Your Preferred Name will only be listed in Canvas; this does not change your legal name in our records. See the [Student Information Update Form \(pdf\)](#).

Emergency Procedures / Everbridge

College of the Redwoods has implemented an emergency alert system called Everbridge. In the event of an emergency on campus you will receive an alert through your personal email and/or phones.

Registration is not necessary in order to receive emergency alerts. Check to make sure your contact information is up-to-date by logging into [WebAdvisor](#) and selecting 'Students' then 'Academic Profile' then 'Current Information Update.'

Please contact Public Safety at 707-476-4112 or security@redwoods.edu if you have any questions. For more information visit [Redwoods Public Safety](#).

In an emergency that requires an evacuation of the building anywhere in the District:



- Be aware of all marked exits from your area and building
- Once outside, move to the nearest evacuation point outside your building
- Keep streets and walkways clear for emergency vehicles and personnel

Do not leave campus, unless it has been deemed safe by the campus authorities

Admissions deadlines & enrollment policies

Spring 2026 Dates

January 16	Last day to register for classes (day before the first class meeting)
January 18	Classes begin
January 19	Martin Luther King, Jr.'s Birthday Holiday (District-wide closure)
January 23	Last day to add a class
Feb 1	Last day to drop without a "W" and receive a refund
Feb 2	Census Date (20% of class)
February 13	Lincoln's Birthday Holiday (District-wide closure)
February 16	President's Day Holiday (District-wide closure)
March 5	Last day to petition to graduate
April 3	Last day for student initiated withdrawal (62.5% of class)
April 3	Last day for faculty initiated withdrawal (62.5% of class)

March 16-20	Spring break (no classes)
April 31	District-wide closure (Cesar Chavez Day) .
May 9-15	Final Examinations
May 15	Last day to file for P/NP Option
May 15	Semester Ends
May 22	Grades due
May 29	Grades available

Course Outline and Objectives

Course Objectives

- Common organization paradigms in software applications.
- Finding, documenting, and storing data across applications.
- Program spreadsheets to accomplish common discipline-specific tasks.
- Understand linkages between application packages.

Course Outline

1. Hierarchical construction of software applications 2. Integration of data access across applications 3. Database structure 4. Mathematical formulas in applications 5. Metadata 6. Hierarchical folder and file organization 7. Computer network organization and security.

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Please contact Public Safety at 707-476-4112 or campus-safety@redwoods.edu if you have any



questions. For more information visit [Campus Safety](#). Please review the [EurekaEmergencyMap_S24.pdf](#) for campus evacuation sites, including the closet site to this classroom (posted by the exit of each room).

In an emergency that requires an evacuation of the building anywhere in the District:

- Be aware of all marked exits from your area and building
- Once outside, move to the nearest evacuation point outside your building
- Keep streets and walkways clear for emergency vehicles and personnel

Do not leave campus, unless it has been deemed safe by the campus authorities.

To learn more about campus-specific Emergency Procedures, click on a title bar below, or click the down arrow to expand them all.