## AGBS 4 – Computer Applications in Agriculture

## REEDLEY COLLEGE Section # 59242-2024SP

Course Format 3 Units - 5 hours per week.

Class meets M, T, W, Th, F 8:00 am to 8:50 am Room AGR 1

## Instructor Contact Information

Instructor: Kevin Woodard Office: AGR 12 Phone: 494-3000 ext. 3219

Office Hours Daily 9:00 am to 9:50 am

E-mail: [kevin.woodard@reedleycollege.edu](mailto:kevin.woodard@reedleycollege.edu) Contact Instructor via Canvas to arrange a meeting.

## Course Description

This course addresses computer uses in the workplace with emphasis on agribusiness situations. Computer applications including word-processing, spreadsheets, databases, and presentation managers will be covered. Also included will be accessing information through the internet and other software appropriate to agribusiness applications.

## Course Specifics

Units 2 lectures and 3 lab hours per week.

Basic Skills Advisories: English 1, and transfer level Math.

ADVISORIES: English 125, 126, and Mathematics 103. (A, CSU, UC) (C-ID AG AB 108)

## Text/Materials

Recommended Text: Microsoft Office 2010 Illustrated Series, First Course, Introductory, Course Technology

## Course Objectives

In the process of completing this course, students will:

* Be able to select computer hardware and software appropriate for agricultural applications.
* Demonstrate the ability to utilize the internet to access agricultural information.
* Utilize computers to identify and solved specific agricultural problems

## Student Learning Outcomes

Upon successful completion of the course, students will be able to:

* Create a business document utilizing a common word processor program.
* Create a multimedia presentation utilizing presentation software
* Complete specific agricultural projects that demonstrate the ability to identify and solve problems using computers.

## Attendance

Attendance is mandatory since most of the learning occurs in the lecture/laboratory environment.

Students are personally responsible for obtaining notes/information missed due to an absence. Notes/information can be obtained from a fellow classmate or by meeting with the instructor during regularly scheduled office hours.

Please notify the instructor if you know in advance that you will be absent from class.

College policy dictates that an instructor should drop a student with two consecutive weeks of unexcused absences (i.e., class meets two times per week, 4 unexcused absences equal a drop: class meets 1 time per week, 2 unexcused absences equal a drop).

At the end of the 9th week of instruction, no withdrawals are permitted, and the student must receive a grade.

Make-up tests and assignments will only be allowed for emergency situations and pre-excused absences.

## Class Cancelations

Notification of canceled class meeting will be announced through Canvas Announcements or Email.

## Methods for Measuring Student Achievement and Determining Grades

The methods for measuring student achievement & determining grades are:

Writing: Term or other papers, laboratory reports, and written homework

Problem-Solving: Exams, homework problems, and laboratory reports

Skill Demonstrations: Class performance and performance exams

Examinations: Multiple choice, true/false and completion

All assignments are due at the beginning of the class session on the date due. Late assignments can be submitted for grading; however, all late assignments will receive a deduction in the amount of 10% per day.

## Course Grade Determination

Tests will be true/false, multiple choice, short answer, and essay questions. Written laboratory reports and written homework will be required. Course emphasis will be placed on developing written, oral, and computer presentations.

Assignments/Labs 80%

Assessments 10%

Homework 10%

Letter grades will be calculated by using the following standard percentage point evaluation:

A = 90-100%

B = 80-89%

C = 70-79%

D = 60-69%

F = under 60%

## Policy on Cheating & Plagiarism

In keeping with the philosophy that students are entitled to the best education available, and in compliance with Board Policy 5410, each student is expected to exert an entirely honest effort toward attaining an education. Violations of this policy will result in disqualification from the course.

## Accommodations for Students with Disabilities

If you have a verified need for an academic accommodation or materials in alternate media (i.e., Braille, large print, electronic text, etc.) per the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act, please contact me as soon as possible.

## Behavioral Standards

It is a common courtesy to turn off all electronic devices (i.e., cell phones, mp3 players, etc…) when in a group setting. Please exercise this courtesy!

Students are expected to conduct themselves in a mature and responsible manner that respects the rights of all other individuals.

## Course Outline

**LECTURE CONTENT**

1. Introduction to the Computer  
   Orientation to equipment and set-up
   1. Terminology
   2. Operating system use and file utilities
   3. Loading and operating a program
2. Word-processing Applications in Agriculture
   1. Creating, formatting, editing basic word processing documents
   2. Letters, reports, and use of higher-level document skills
3. Spreadsheet Applications in Agriculture
   1. Creating, formatting, editing, and use of formulas
   2. Agricultural accounting applications
   3. Agricultural production, business planning, and analysis applications
   4. Other agricultural business and spreadsheet applications
4. Database Applications in Agriculture
   1. Creating, inputting data, modifying tables, queries
   2. Production and farm management applications
   3. Inventories, mailing lists, form letters, merging documents.
5. The Internet, World Wide Web, and Agricultural Telecommunications
   1. Internet and World Wide Web agricultural applications
   2. Electronic mail applications to agriculture
   3. Searching agricultural information on the Internet
6. Presentation Management Applications for Agriculture
7. Other Software Applications in Agriculture
8. Evaluate Computer Systems
   1. Survey current computer technology and trends
   2. Survey agricultural software

**LAB CONTENT**

1. Hardware Evaluation, Equipment Setup
2. Getting Started with Windows, Files and Folders
3. Internet Use, Searches, Email
4. Word Processing
   1. Creating, Editing, Proofing Documents
   2. Formatting documents, Creating Tables
   3. Advanced Formatting
5. Spreadsheets
   1. Data Entry, Basic Formula Use
   2. Basic Formatting
   3. Tables, Borders, Shading, Images
   4. Charts, Graphs
   5. Formulas, Calculations, Functions
6. Database
   1. Basic Data Entry, Editing
   2. Tables, Queries, Reports
   3. Merging – Form Letters
7. Presentation Software
   1. Create, Modify Presentation
8. Exposure to and basic use of agriculture software applications and data resources.

# Important Dates

DATE EVENT

January 8 Instruction begins.

January 15 Martin Luther King, Jr. Day Holiday (Campus Closed)

February 16 Lincoln’s Day Holiday (Campus Closed)

February 19 Washington’s Day Holiday (Campus Closed)

March 1 Last Day for degree and certificate of achievement candidates to file application for May 2023 completion date

March 11 Last day to withdraw from college or to be dropped from 18-week classes.

March 25-29 Spring recess (Classes reconvene April 10)

May 13-17 Final examinations

May 17 End of Spring Semester 2023

May 17 Graduation exercises