Reedley College

Landscape Agriculture and Natural Resources Department

AG 1 – COMPUTER APPLICATIONS IN AGRICULTURE

INSTRUCTOR: Dick Scrivner   **OFFICE:**   AG 4

PHONE: 638-0310 ex 3282   **OFFICE HOURS:** M,W,F 11:00

COURSE DESCRIPTION:

A survey of computer program (software) applications that relate to the management of agricultural enterprises. Emphasis will be placed on the use of available library programs for micro-computers and use of hardware appropriate for agriculture.

2 lecture and 3 lab hours per week.

TOPICS TO BE COVERED:
1. Introduction , computer terminology, and components
2. Operation of the Micro-computer.
3. Disk operating system, MS Windows.
4. Word processing applications in Ag, Microsoft Word.
5. Spreadsheet Applications in Ag, Microsoft Excel.
6. Database applications is Ag, Microsoft Access.

MATERIALS REQUIRED:
1. Textbook – "Microsoft Office 97 – Professional Edition – First course
   By Swanson, Reding, Beskeen, Johnson
2. Diskettes – (6) three and one half inch – High Density

ATTENDANCE:

Your attendance is mandatory. You must take all tests and turn in work the day announced or as assigned. Lab work may be turned in daily. There will be no makeup tests unless the instructor is informed prior to the absence.

EVALUATION:

Tests (3 @ 75)	225	90-100%	= A
Quizzes (5 @ 15)	75	80- 89%	= B
Lab Work (15 @ 15)	225	70- 79%	= C
Homework (5 @ 15)	75	60- 69%	= D
TOTAL POSSIBLE	600	00- 59%	= F