

AG 1 – COMPUTER APPLICATIONS IN AGRICULTURE

REEDLEY COLLEGE
SPRING 2010

SECTION: 50287
Lecture: TTH 10:00 – 10:50 AGR 1
Lab: W 2:00 – 4:50 AGR 1

CONTACT INFORMATION

Instructor: Jodie Brown
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COURSE DESCRIPTION

Course Specifics: 3 Units 2 lecture and 3 lab hours per week
Basic Skills Advisories: Eligibility for Eng 125, Eng 126 and MATH 101

Computer application basics that relate to the management of agricultural enterprises. Emphasis will be placed on the use of the following: disk operating systems, word processing, spreadsheet, and database management programs. The use, evaluation, and selection of appropriate computer hardware and software.

TEXT/MATERIALS

Required Text: Microsoft Office 2007 Illustrated, Windows Vista Edition, Course Technology, 2008

COURSE OBJECTIVES

- A. Demonstrate proficiency in the use of the three major software packages presented in class.
- B. Solve management problems using the software available.
- C. Evaluate the hypothetical purchase of an agricultural business computer system (hardware/software) with justification and prices for each component.

COURSE LEARNING OUTCOMES

- A. Determine an appropriate agricultural business need, define the problem, design a solution, and complete a significant software project example using the three major software packages (word processing, spreadsheets, and data base management).
- B. Identify and compare various types of specialty software available to the agricultural manager.
- C. Utilize telecommunications to access agricultural networks and other networks useful to agricultural applications.
- D. Evaluate computer applications as a management tool for agricultural businesses and recommend courses of action to address specific needs or problem areas.
- E. Complete specific agricultural projects that demonstrate the ability to identify and solve problems using computers.
- F. Evaluate and select computer hardware appropriate to agricultural business applications.

COURSE OUTLINE

Week	Topic	Material
1	Introduction to Course	Syllabus
	Getting Started with Windows XP Working with Programs, Files and Folders	Windows Units A-B
	Lab Session	
2	Getting Started with Word 2003	Word Unit A
	Editing and Proofing Documents	
	Lab Session	
3	Word 2003	Word Unit B
	Editing and Proofing Documents	
	Lab Session	
4	Formatting a Document	Word Unit C
	Working with Tables	
	Lab Session	
5	Word – Continued	Word Unit D
	Word – Misc.	
	Lab Session	
6	Word – Misc.	
	Exam Review	
	Word Exam	
7	Getting Started with Excel	

	Excel	Excel Unit A
	Lab Session	
8	Building and Editing Worksheets	
	Formatting a Worksheet	Excel Unit B
	Lab Session	
9	Borders, Shading, Images	
	Working with Tables	Excel Unit C
	Lab Session	
10	Working with Charts	
	Working with Charts	Excel Unit D
	Lab Session	
11	Formulas, Calculations and Functions	
	Formulas, Calculations and Functions	Excel Unit E
	Lab Session	
12	Formulas, Calculations and Functions	
	Review	
	Excel Exam	
13	Getting Started with Access	
	Using Tables and Queries	
	Lab Session	
14	Using Forms	
	Using Form Letters – Word Integration	
	Lab Session	
15	Form Letters	
	Exam Review	
	Access Exam	
16	Getting Started with PowerPoint	PowerPoint Unit A
	Creating a Presentation	
	Modifying a Presentation	
17	Enhancing a Presentation	PowerPoint Unit B
	Final Review	
	Lab Session	
18	Final Exam	

ATTENDANCE

- A. Attendance is mandatory since the majority of learning occurs in the lecture/laboratory environment.
- B. 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.
- C. Please notify the instructor if you know in advance that you will be absent from class.
- D. 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 equals a drop; class meets 1 time per week, 2 unexcused absences equals a drop).
- E. At the end of the 9th week of instruction, no withdrawals are permitted and the student must receive a grade.
- F. Make-up tests and assignments will only be allowed for emergency situations and pre-excused absences.

METHODS FOR MEASURING STUDENT ACHIEVEMENT AND DETERMINING GRADES

The methods for measuring student achievement & determining grades are:

- 1) Writing
 - Term or other papers, laboratory reports, and written homework
- 2) Problem-Solving
 - Exams, homework problems, and laboratory reports
- 3) Skill Demonstrations
 - Class performance and performance exams
- 4) 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 50% of the overall point value for that specific assignment.

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.

Tests	50%
Labs	30%
Homework	10%
Quizzes	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 for 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

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

IMPORTANT DATES

Holidays will be observed as per the State Center Community College District Schedule.

FINAL EXAM

TUESDAY, MAY 18TH, 10:00 – 11:50 AM