Reedley College
Computer Application to Agriculture – Ag 1
Instructor: Timothy E. Smith
Office: Ag 4
E-mail: tim.smith@reedleycollege.edu

Course Purpose/Objectives:
In this course, you will learn the most important topics of Microsoft Office 2007. No prior computer experience is assumed. You are first presented with a quick introduction to Windows XP, and then an overview of the Office Suite. Once you are comfortable with the basics of computing and operation systems, we will briefly cover Internet concepts and WWW browsing skills. Next, you will learn the four main office applications, Word, Excel, Access and PowerPoint; each application is covered in four units. The text used in class also includes a unit in which you will learn to create online and WWW documents using Internet Explorer, Word, Access, Excel and PowerPoint.

Prerequisite:
This course covers a full semester and no prerequisites are necessary.

Text/Materials:
<u>Text</u>: Beskeen/ Cram/Duffy/Friedrichsen/Reding, *Microsoft Office 2007 Professional Edition - Illustrated Introductory*, Course Technology, 2007.
<u>Project files:</u> Instructor will provide instructions for obtaining the Project files.
<u>Software</u>: Microsoft Office 2007 Suite, Internet Explorer, and Windows will be used. Instructor will provide information on how to use these packages. <u>Handouts</u>: Additional handouts will be required. Instructor will provide information on obtaining this material.

Teaching Methods:
1. Lectures: Important material from the text and outside sources will be covered in class. You should plan to take careful notes as not all material can be found in the texts or readings. Discussion is encouraged as is student-procured, outside material relevant to topics being covered.
2. Assignments: Concepts Reviews, Skills Reviews, Independent Challenges and other projects and readings will be periodically assigned to help support and supplement material found in the lessons. These assignments may require the application of various software packages.
3. Quizzes: Occasional scheduled or unscheduled quizzes will be given to help ensure you stay up with assigned material.
4. Exams: Three exams will be given. The exams will be closed book/note and will test assigned readings and material discussed in class. Review sheets will be provided prior to the exam day. The final exam will not be comprehensive in nature. However, the instructor reserves the right to retest on material that was not appropriately comprehended. These items will be noted on exam review sheets.

Office Hours - Ag 4

Monday 9:00	Wednesday 9 :00	Friday 9:00

Grading:
Letter grades will be determined using a standard percentage point evaluation as outlined below. Grades may be curved after the total semester points have been tabulated. However, do not count on a curve to obtain your desired grade. Total points will be computed as follows. The total points for quizzes, cases, and assignments may vary.

A =	90%-100%	Exam 1 (Word Unit)	100 Points
B =	80%-89%	Exam 2 (Excel Unit)	100 Points
C =	70%-79%	Exam 3 (Access Unit)	100 Points
D =	60%-69%	Comprehensive Final	200 Points
F =	Below 60%	Laboratory, Assignments, Participation	<u>300 Points</u>
		Total	800 Points

Course Policies:
<u>Missed Classes</u>: You are responsible for obtaining material, which may have been distributed on class days when you were absent. This can be done through contacting a classmate who was present or by contacting the instructor during his office hours or other times. Missed or late quizzes can not be made up under any circumstances but with good cause and adequate notice, an early quiz may be given. One quiz (lowest score) will be dropped at the end of the semester. There are no make-up exams. Only official excuses will be accepted. **Any uncoordinated, unexcused missed exam will result in a score of 0 for that exam.**
<u>Assignments</u>: All assignments are due at the beginning of class on the date due. Late submission of assignments will be assessed a penalty of 50%. No exceptions are made.
<u>Academic Dishonesty</u>: Plagiarism and cheating are serious offenses and may be punished by failure on exam, paper or project; failure in course; and or expulsion from the University. For more information refer to the "Academic Dishonesty" policy in the University Undergraduate Catalog.
<u>Need for Assistance</u>: If you have any condition, such as a physical or learning disability, which will make it difficult for you to carry out the work as I have outlined it, or which will require academic accommodations, please notify me as soon as possible.
<u>Posting of Grades</u>: Final grades will not be posted. If you wish to have your final grade sent to you, please bring a self-addressed, stamped envelope to the final exam.

Important Dates:		
	Last Day to Drop Class with Refund:	January 22, 2010
	Last Day to Drop w/o Transcript Record:	January 29, 2010
	Last Day to Change CR/NR:	February 16, 2010
	Last Day to Drop w/o Letter Grade Assigned:	March 12, 2010

COURSE OUTCOMES:

Upon completion of this course, students will be able to:

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 OBJECTIVES:

In the process of completing this course, students will:

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 Outline

Week	Topic	Material
1	Introduction to Course	**Syllabus**
	Getting Started with Windows Working with Programs, Files and Folders	**Windows Units A-B**
	Lab Session	
2	Getting Started with Word	**Word Unit A**
	Editing and Proofing Documents	
	Lab Session	
3	Word	**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	Working w/Formulas and Functions	
		Excel Unit B
	Lab Session	
9	Formatting a Worksheet	
		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**	