***AG 1 – Computer Applications*** 

***in Agriculture***

**Reedley College Fall 2015**

Section: 59279

Lecture: MW 2:00 – 2:50 AGR 1

Lab: Three hours per week Online Hybrid Class

**Contact Information**

Instructor: Kevin Woodard Office: AGR 12

Phone: 638-3641 ext. 3719 Office Hours: M-W-F 9:00 am – 10:00am

E-mail: kevin.woodard@reedleycollege.edu Also by arrangement

**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 2010 Illustrated Series, First Course, Introductory, Course Technology, 2010

**Course Objectives**

1. 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**

* + 1. 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).
		2. Identify and compare various types of specialty software available to the agricultural manager.
		3. Utilize telecommunications to access agricultural networks and other networks useful to agricultural applications.
		4. Evaluate computer applications as a management tool for agricultural businesses and recommend courses of action to address specific needs or problem areas.
		5. Complete specific agricultural projects that demonstrate the ability to identify and solve problems using computers.
		6. Evaluate and select computer hardware appropriate to agricultural business applications.

**Course Outline**

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| **Week** | **Topic** | **Material** |
| **1** | Introduction to Course | **Syllabus** |
|  | Getting Started with Windows XPWorking with Programs, Files and Folders | **WindowsUnits 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**

1. Attendance is mandatory since the majority of learning occurs in the lecture/laboratory environment.
2. 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.
3. Please notify the instructor if you know in advance that you will be absent from class.
4. 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).
5. At the end of the 9th week of instruction, no withdrawals are permitted and the student must receive a grade.
6. 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:

###### Writing

###### Term or other papers, laboratory reports, and written homework

###### Problem-Solving

* Exams, homework problems, and laboratory reports
1. Skill Demonstrations
* Class performance and performance exams
1. 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**

1. 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!
2. Students are expected to conduct themselves in a mature and responsible manner that respects the rights of all other individuals.

**Important Dates**

1. Last Day to Register for a Full-Term Class September 4
2. Labor Day Holiday September 7
3. Last Day to Drop a Class (letter grades assigned after this date) October 16
4. Veterans Day Observed November 11
5. Thanksgiving Holiday Observed November 26 - 27
6. Finals Week December 14 - 18

**Final Exam Wednesday, December 16th, 2:00 – 3:50 pm**