AGBS 4 – Computer Applications in Agriculture

# Course Description

Course Specifics:3 Units.2 lectures and 3 lab hours per week.

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

Welcome to the study of Computer Applications in Agriculture. I look forward to spending the semester learning about one of the vital resources used to manage food production for our growing world. This course is an introduction to the basic principles and applications used in Agriculture. Over the semester, 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. Throughout the semester, you will experience a range of feelings including success and failure; challenge and boredom; accomplishment and frustration. Please know that your fellow students and I are here to help you through it. In addition, persistence and hard work means a lot more than “intelligence.” Put in the time and effort and I know you will succeed. As an instructor, I will do everything in my power to give you all of the resources and support to help you succeed. If I am not doing this, please do feel free to reach out to me.

## Reedley College/ Madera Center FALL 2020

Section: 55800

Lecture: Online

Ag Building: AGR 1

 Lab: TBA Hybrid

### Contact Information

Instructor: Sam Rodriguez

Pronouns: He/Him/His

Office: AGR 12

Office Hours: Tuesday & Thursday 10:00 am – 11:00am. Also by arrangement

Phone: 638-0300 ext. 3481

 E-mail: samuel.rodriguez@reedleycollege.edu

 ZOOM: https://cccconfer.zoom.us/my/mr.rod

#### Course Communication

In order to be successful there will be times that you will need to contact me to answers questions, clarify assignments, or advise you on your educational journey. I am available via my regular office hours are Mondays and Wednesdays from 9:00 am- 10:00 am and Tuesdays and Thursdays from 10:00 am to 11:00 am.  I am available through email Monday through Friday between the hours of 8:00 am and 5:00 pm.  Contact on Saturdays and Sundays by arrangement or emergency.

I prefer the email through Canvas so that I can keep track of conversations. I usually respond within 24 hours to your email.  If the question requires an in depth response I will let you know that I am working on it and the answer will follow.  You may also contact me via voicemail through my office phone number 559-638-0300 ext. 3481.

#### Text/Materials

Required Text: Microsoft Office 2013 Illustrated Series, First Course, Introductory, Course Technology, 2013.

ISBN Student Copy: 978-1-305-40902-6

ISBN-13:978-1-305-49191-5

ISBN-10: 1-305-49191-2

##### 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

**Course Outline**

| **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 via CANVAS, 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.
7. **Online students who registered for an online course must complete and submit the week one assignments by Sunday at 11:59 pm at the end of the first week of the semester or they will be DROPPED from the course**.

**Class cancelation**

**Notification of canceled class meeting will be announced through canvas announcement and canvas email. The Reedley college home page lists canceled classes. there will be a notice will be posted on the class room door.**

##### 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%

**Late work policy.**

We are all adults and have life going on as well. I know that you all have your own unique circumstances that may affect your ability to turn assignments in on time.  All assignments are due according to the assigned due date for full credit.  Late assignments will be accepted until the Friday of week 16 of instruction with a 10% deduction in grade value.  Exams are due on the assigned dates, make-up exams or taking an exam early will need to be arranged with the instructor.

### 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!

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

### Important Dates

| Date | Description |
| --- | --- |
| August 10. Monday | Start of Fall 2020 semester |
| September 7. Monday | Labor Day Holiday observed. No Classes held, Campus closed. |
| October 9. Friday | Last day to withdraw or drop a full-term class for full refund. |
| November 11. Wednesday | Veterans Day Observed Campus Closed |
| November 26-27 | Thanksgiving Holiday Campus Closed |
| December 11. Friday | Last day for degree and certificate of achievement candidates to file application for December 2020 completion date. |
| December 7-11 | Final Exams (TBA) |
| December 14-January 1 | Winter recess |