

# Syllabus

## Welcome to AGRS 4 -

### Computer Applications in Agriculture

♥♥ REEDLEY COLLEGE Spring 2024 ♥♥

**Course Format** 3 Units - 5 hours per week. Hybrid

\*Students MUST attend in person during scheduled class time.

## Instructor Contact Information

**Instructor:** Jennifer Sousa  
3681

**Office:** AGR 12

**Phone:** 494-3000 ext.

Office Hours:

- M, W 10:00am - 11:00am, (by appt)
- T/TH 9:00am - 10:00am (by appt)
- Friday - ONLINE BY APPT

**E-mail:** [jennifer.sousa@reedleycollege.edu](mailto:jennifer.sousa@reedleycollege.edu)

## Reedley College

Section: 52310

Lecture: AGR1 Tuesday/Thursday 11:00 - 11:50am

Lab: Online as assigned

## 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 online 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 I can to give you all the resources and support to help you succeed. If I am not doing this, feel free to contact me.*

## **Text/Materials**

Required Text: Zero Textbook Course

### **Course Objectives**

1. Demonstrate proficiency in the use of the three major software packages presented in class.
2. Solve management problems using the software available.
3. 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 database management).
2. Identify and compare diverse 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

### **Attendance**

- WEEKLY PARTICIPATION is EXPECTED. Students will be DROPPED FROM THE COURSE after their 3RD WEEK without course interaction.
- All absences are UNEXCUSED. If you do not show up to work, you do not get paid
- Students are expected to log on to Canvas each week and remain on track with a pacing guide.

- If you plan to DROP THIS COURSE, you will need to follow college protocol. If you do not drop-in time, YOU WILL BE HELD ACCOUNTABLE FOR YOUR GRADE.
- At the end of the 9th week of instruction, no withdrawals are permitted, and the student must receive a grade.
- Make-up tests and assignments will only be allowed for EMERGENCY SITUATIONS AND PRE-ARRANGED ABSENCES.

## **Class cancelation**

**Notification of canceled class meeting will be announced through canvas email and the notice will be posted on the CLASSROOM door**

## **Methods of Evaluation:**

This course will use any or all the following formative and summative assessments:

- Oral and written case analysis,
- Oral and written reflections on students' learning and metacognition,
- Portfolio construction and presentation,
- Academic reports recorded in academic style using A.P.A. formatting,
- Quizzes,
- Summative assessments,
- Presentations and demonstrations, and
- Class participation.

## **Late Work:**

- All work is assigned at 11:59pm on Sunday unless otherwise specified.
- The assignment will remain open for one week after the due date for submission with a deduction of points.
- After the assignment closes, and if you need it reopened, email me with the reason it did not get done on time, and the assignment may not be reopened depending on the situation.

## **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 the analysis of records and accounting.

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%

## **Feedback:**

I believe in providing timely and effective feedback to all my students and will reply to your email within 1 to 2 days. You will be able to track your class progress in your Canvas shell for this course. Please allow 4 to 6 days for me to get grading done.

## **Policy on Cheating & Plagiarism**

In keeping with the philosophy that students are entitled to the best education available and in compliance with Board Policy, each student is expected to exert an entirely honest and individual effort toward attaining an education. Violations of this policy will result in disqualification from 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**

When in a group setting, it is a common courtesy to turn off all electronic devices (i.e., cell phones, mp3 players, etc...). Please exercise this courtesy!

Students are expected to conduct themselves maturely and responsibly, respecting the rights of all other individuals.

## General Course Policies:

### 🔑 Keys to success in this class:

- Be attentive to every week's assigned reading. Actively and critically read your text and be sure to read it before attempting any homework. Be prepared to spend about 4 to 6 hours a week working on this course.
- Keep up. If you fall behind it will become increasingly more difficult to get caught up. Make a study plan and follow it.
- Do the homework. You cannot learn the material without doing the homework, and you certainly cannot get a good grade without it.
- Submit all assignments on time.
- Keep me informed. Life happens. I am willing to make allowances for late work under emergency situations **IF YOU LET ME KNOW RIGHT AWAY.**
- Use me as a resource. I am here to help you succeed.
- Have FUN!

**\*\*NOTE:** The instructor reserves the right to change the scope and sequence to meet the needs of each class.

### 👉 Important Dates

# Spring 2024

## IMPORTANT DATES FOR SPRING 2024

DATE	DAY	EVENT / DEADLINE
January 2	(T)	Campus re-opens after Winter Break
January 5	(F)	Last day to add a full-term or short-term Spring 2024 class in person 5:00 p.m.
January 7	(Su)	Last day to add a full-term or short-term Spring 2024 class through Self-Service 11:59 p.m.
January 8	(M)	Start of Spring 2024 semester
January 8 - March 8	(M-F)	Short-term Spring 2024 classes, first nine weeks
January 15	(M)	Martin Luther King, Jr. Day observed (no classes held, campus closed)
January 19	(F)	Last day to drop a Spring 2024 full-term class for full refund
January 26	(F)	Last day to register for a Spring 2024 full-term class in person with add authorization
January 26	(F)	Last day to drop a Spring 2024 full-term class to avoid a "W" in person
January 28	(Su)	Last day to drop a Spring 2024 full-term class to avoid a "W" on Self-Service
January 28	(Su)	Last day to add a Spring 2024 full-term class with add authorization on Self-Service
February 16	(F)	Lincoln Day observance (no classes held, campus closed)
February 19	(M)	Washington Day observance (no classes held, campus closed)
March 1	(F)	Deadline to apply for graduation for Spring 2024 completion
March 8	(F)	Last Day to drop a Spring 2024 full-term class (letter grades assigned after this date)
March 11 - May 17	(M-F)	Short-term Spring 2024 classes, second nine weeks
March 25 - March 29	(M-F)	Spring recess (no classes held, campus open Mar 25-28)
March 29	(F)	Good Friday observance (no classes held, campus closed) (classes reconvene Apr 1)
May 13-17	(M-F)	Spring 2024 final exams week
May 17	(F)	Last day to change a Spring 2024 class to/from Pass/No-Pass grading basis
May 17	(F)	End of Spring 2024 semester/commencement
May 27	(M)	Memorial Day holiday (campus closed)

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