Syllabus _ Fall 2017 _ SHSU Online Class

COURSE DESCRIPTION
Computer Applications in Agriculture is designed to teach students software applications useful to agriculture and new technologies applicable to modern agricultural enterprises.
Credit 3 hours.

CLASS ONLINE
Instruction will be held online through SHSU Online including lecture, discussions, assignments, technology quizzes and unit exams at http://blackboard.shsu.edu/   Major exams will be taken online with appropriate security tools applied.

COURSE OBJECTIVES:
Agribusinesses in today's competitive environment expect college graduates to have a variety of skills. Business leaders are looking for people with the following abilities:

1) Excellent communication skills (both written and oral)
2) Problem-solving and critical thinking skills
3) Listening skills and a willingness to understand the opinions of others
4) Ability to work well in teams
5) Ability to conduct themselves in a professional manner.

This course is designed to help you develop managerial skills, while learning about agricultural uses of computers. We will use lectures, class discussions, presentations, blogs, wikis, a term project, and various homework activities.

Three of our most important objectives:

1) Develop specific techniques and abilities using MS Office 2016 programs
2) Review examples of specialized programs and tools that can benefit Ag Businesses
3) Grow technology awareness and expand computer skills for upper division courses

INSTRUCTOR:	Marsha C. Wilson
OFFICE:	PIRK 440G
OFFICE PHONE:	936-294-1220
E-MAIL:	mcw021@shsu.edu *(preferred contact)*
OFFICE HOURS:	Mon 10:00-10:50 a.m.; Thurs 2:30-3:20 p.m.
	Available for office appointment or SKYPE/Facetime meeting
FTF CLASSES:	Any student who wishes to sit in on a face-to-face class in another section, may do so with instructor permission, to allow the individual to get extra help on some of the classwork: MW 8:00-9:20, MW 11:00-12:20, TTh 3:30-4:50 in PIRK 340.

REQUIRED TEXTBOOK & TOOLS:
Only one textbook is needed for this course and is **required**. The text may be purchased as a new/used copy from either the bookstore or online. Book rentals for the semester are found at: www.amazon.com, www.chegg.com or www.cengage.com or other sites. Search for best deal. Alternatively you may wish to rent the *eBook* versions for iPad or Kindle or other electronic reader device as available.

- 📖 **Text:** Carey/Carey/DesJardins/Shaffer, *New Perspectives on Microsoft Office 365 & Office 2016, First Course* (978-1-305-87917-1), Cengage Learning, 2017.
- **Microsoft Office 365 or Office 2016** will be used in this course and each student will be required to use this version. The software is available on SHSU servers and can be downloaded FREE to your own pc from https://login.microsoftonline.com/ where you will login with your SHSU email address (ex., abc123@shsu.edu). You will be redirected to the SHSU login where you will enter your SHSU credentials. Click on option to Download **Microsoft Office 2016** and then open the Setup file which will be downloaded. All PC installations of Office 2016 should include MS Access, however, MS Access is not available for the MAC. Call the helpdesk if you need assistance with this installation at 936-294-1950.
- **Webcam/Speakers** - Required for using the proctoring tool, **Proctor Free**, for Exams. May also be used for instructor conference using SKYPE/Facetime.

COURSE GRADING: The final course grade is based on a student's weighted average.

Exams	**40%**
Assignments	**25%**
Quizzes	**15%**
Term Project	**20%**

GRADING SCALE:

A	**90 to 100%**
B	**80 to 89%**
C	**70 to 79%**
D	**60 to 69%**
F	**0 to 59%**

EXAMINATIONS:
There will be **four** required Unit Exams during the semester. All exams will be administered online and will include a set of questions and a project to apply skills. Students are required to be current on unit assignments before taking each Exam. Most Exams will incorporate Proctor-Free tool for ensuring academic integrity.

Your **Term Project serves as a Final Exam** assessing your cumulative skills. However, a Makeup Exam will be offered on the Final Exam date to allow students to makeup a missed Exam or replace the lowest exam grade. This Makeup Exam will be comprehensive and will include a set of online questions and a project to apply skills. If two exams are missed, the second missed exam will be entered as a zero.

The instructor reserves the right to make changes or alter the contents of this syllabus.

MAKE-UP EXAMS:
No makeup exams will be given unless written justification from a physician, sponsoring student organization, employer or professor is provided. Other compelling reasons may be considered and are subject to the instructor's approval. Notify Instructor prior to exam if conflicts are anticipated.

STUDENT PARTICIPATION POLICY:
Much like regular attendance in a traditional classroom, the course requires weekly submissions of work, participation in online medium (blogs, wikis, and discussions) and taking quizzes and exams in the required time frame. Recorded lectures should be viewed for instructional updates and email should be used for individual questions. Instructor will send out individual notices to students regarding specifics on their work or request for redo or resubmission. This requires students to check their SHSU email account daily.

ASSIGNMENTS & QUIZZES:
Online technology quizzes will cover content in posted PowerPoints. All Quizzes, Discussions, Wikis, and Blogs **must be submitted or posted online by 11:59pm on the Due Date.** Textbook assignments (Microsoft Office assignments) will be open during unit cycle and any submission past the due date will receive a late penalty; textbook assignments cannot be accepted after the unit is closed. Students should anticipate 2-3 hours of homework each week.

Work ahead if you anticipate travel and notify instructor ahead of time if there are special circumstances requiring additional time for your completed work.

AGRI 1309 TENTATIVE COURSE OUTLINE:

    I. Windows / MS Office 2016 Basics
        Covers similar introductory materials as CSTE 1330 (or equivalent)
    II. Advanced MS Office Techniques
        Covers the types of computer tasks that you will need for:
        i) upper division classes
        ii) business skills that will be helpful in your career
        iii) application of computer technology to agricultural sciences
    III. Ag-specific software
        Review selected commercial packages that can aid you in managing agribusinesses, such as specialized cow-calf software, GPS/GIS and precision farming, specialized agriculture search engines, fertilization programs, or horticultural plant identification software.
    IV. Basic Technology Overview – Review of technology basics on hardware, software, digital media, internet, and online security.

The instructor reserves the right to make changes or alter the contents of this syllabus.

ACADEMIC HONESTY:
Students are expected to maintain honesty and integrity in the academic experiences both in and out of the online classroom. *See Student Syllabus Guidelines*. All students are expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in the academic experiences both in and out of the classroom. The University and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including, but not limited to, cheating on an examination or other academic work to be submitted, plagiarism, collusion and the abuse of resource materials.

Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action including a zero on an assignment or Exam (for both parties if work is shared), and in the event of multiple acts of academic dishonesty will be given a failing course grade

USE OF TOBACCO AND TOBACCO PRODUCTS:
Sam Houston State University is a tobacco free campus and all tobacco products are prohibited in all buildings and outdoor public areas on campus.

RELIGIOUS HOLIDAYS:
Students are allowed to miss class and other required activities, including examinations, for the observance of a religious holiday, including travel for that purpose. Students remain responsible for all work. *See Student Syllabus Guidelines*.

AMERICAN DISABILITIES ACT:
It is the policy of Sam Houston State University that individuals otherwise qualified shall not be excluded, solely by reason of their disability, from participation in any academic program of the university. Further, they shall not be denied the benefits of these programs nor shall they be subjected to discrimination. Students with disabilities that might affect their academic performance should register with the Office of Services for Students with Disabilities located in the Lee Drain Annex (telephone 936-294-3512, TDD 936-294-3786, and e-mail disability@shsu.edu). They should then make arrangements with their individual instructors so that appropriate strategies can be considered and helpful procedures can be developed to ensure that participation and achievement opportunities are not impaired.

SHSU adheres to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations for students with disabilities. If you have a disability that may affect adversely your work in this class, then I encourage you to register with the SHSU Services for Students with Disabilities and to talk with me about how I can best help you. All disclosures of disabilities will be kept strictly confidential. NOTE: No accommodation can be made until you register with the Services for Students with Disabilities.

The instructor reserves the right to make changes or alter the contents of this syllabus.