



Syllabus – Spring 2018

COURSE DESCRIPTION

Computers in Agriculture is designed to teach students computer applications useful to agribusiness and new technologies applicable to modern agricultural enterprises. Credit 3 hours.

CLASS MEETINGS

Section 01 – 8:00am – 9:20am, Mon/Wed – PIRK Computer Lab 340

Section 02 – 11:00am – 12:20pm, Mon/Wed – PIRK Computer Lab 340

Section 03 – 2:00pm – 3:20pm, Tue/Thu – PIRK Computer Lab 340

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 how to use the computer to enhance your agricultural careers. We will use lectures, class discussions, presentations, online tools, a term project, and various homework activities to accomplish this.

Three of our most important goals include:

- 1) Develop specific techniques and abilities using MS Office 2016 programs
- 2) Review examples of specialized programs 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 (<i>voicemail goes to my email</i>)
E-MAIL:	mcw021@shsu.edu (<i>best way to contact me</i>)
OFFICE HOURS:	Mon 10:00-10:45 a.m.; Thurs 1:00-1:50 p.m. Also available by appointment

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. Call the helpdesk if you need assistance with this installation at **936-294-1950**.
 - All PC installations of Office 2016 should include **MS Access**, however, MS Access is not available for the MAC; work for these assignments need to be completed on a pc or through **Remote Desktop** found on BlackBoard.
- **FlashDrive** is required for the classroom where you will use provided laptops.

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 unit examinations during the semester. All exams will be administered in class and will include a set of online questions and a project to apply skills. Students are required to complete and submit unit assignments before taking each Exam. 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. If two exams are missed, the second missed exam will be entered as a zero.

MAKE-UP EXAMS:

No makeup exams will be given unless prior arrangements are made with the instructor or written justification from a physician, sponsoring student organization, or professor is provided. **Notify instructor ahead if absence is anticipated.**

PARTICIPATION:

Active participation in class discussion is necessary. Attendance will be taken each day. Regular, on-time attendance impacts your final grade. See the *Department of Agricultural Sciences Attendance Policy*.

ASSIGNMENTS & QUIZZES:

We will have online technology quizzes that will cover posted PowerPoints. All Quizzes, Discussions, Wikis, and Blogs **must be submitted or posted online by 11:59pm on the Due Date.** Work ahead if you anticipate travel. **Some lab time is provided each class period, but students should anticipate 2-3 hours of homework each week.** Textbook assignments will be open during unit cycle and any assignment submitted after the due date will have late penalty applied; textbook assignments **cannot be accepted after the unit is closed.**

AGR 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:

- upper division classes
- business skills that will be helpful in your career
- application of computer technology to agricultural sciences
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III. Ag-specific software

Discuss selected commercial packages that can aid you in managing agribusinesses, such as specialized cow-calf software, GPS/GIS and precision agriculture.

IV. Basic Technology Overview – Review of technology basics on hardware, software, database management, and online security.

CLASSROOM/COMPUTER LAB CONDUCT:

If using on-campus facilities – the following are policies in effect in the classroom/lab. Students with inappropriate conduct may be asked to leave the classroom (and receive an absence), and especially disruptive behavior may be reported to the Dean of Students for disciplinary action in accordance with university policy.

-  **Classroom Students – cellphones or other text messaging devices should not be used during in-class activities.**
- **Cellphone and other electronic communication devices should be muted during exams and stored. Visible presence of these devices could result in a zero on the exam.**
-  **Hats and headgear should be removed while in class except for religious or medical reasons.**
- **Do not engage in social communications (Email, Texting, Facebook, Twitter) during lecture or discussion.**
- **No food or drink, other than bottled water with a cap, is to be consumed in classroom.**
- **Do not install or download unauthorized files to a lab computer or change a lab computer's settings.**
- **Do not view, print or listen to inappropriate material on a lab computer.**
- **Do not use offensive language or unprofessional behavior.**
- **Students are expected to remain in class during the entire session.**

ATTENDANCE POLICY

Department attendance policy will be strictly enforced. Students will sign in on attendance sheets each class period. It is the student's responsibility to verify that their attendance is accurately recorded and excused absences are verified with the instructor.

Department of Agricultural Sciences Attendance Policy

1. Regular and punctual attendance is expected of each student in the Department of Agricultural Sciences at Sam Houston State University.
2. Each faculty member will keep a written record of student attendance.
3. **If a student misses more than 3 classes without an excused absence, the student's grade will be reduced by one letter grade.** Additional penalties may be assessed at the discretion of the instructor.
4. Three unexcused or unjustified tardies or early departures are considered as one unexcused absence.
5. Excused absences must be documented by the student with a letter of confirmation from the sponsoring student organization, professor or doctor. Exemptions will include participation in departmental activities when prior approval is attained from the Department Chair.
6. No exams or assignments will be given at alternative times unless arrangements are made with the professor/instructor before the scheduled activity occurs.

ACADEMIC HONESTY:

Students are expected to maintain honesty and integrity in the academic experiences both in and out of the 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. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action. 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.

Note: Any grade penalties resulting from discovery of plagiarism or other form of cheating may not be overwritten with makeup assignments or makeup exams.

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.

VISITORS IN CLASSROOM:

Only registered students may attend class. Students wishing to audit a class must apply to do so through the Registrar's Office.