



Computers in Agriculture - AGRI1309

Syllabus _ Summer 2014 _ Black Board Online Class

COURSE DESCRIPTION

Computers 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 Blackboard including lectures, discussions, assignments, technology quizzes and unit exams administered at www.shsu.edu under Blackboard option. Major exams including the final exam are required and will be taken online.

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, online tools, and various homework activities.

Three of our most important objectives:

- 1) Develop specific techniques and abilities using MS Office 2013 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:	MLHB 119G
OFFICE PHONE:	936-294-1220 (<i>leave msg for call to be returned</i>)
E-MAIL:	mcw021@shsu.edu (<i>preferred contact</i>)
OFFICE HOURS:	By appointment

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

REQUIRED TEXTBOOK & TOOLS:

- **Text:** Shaffer/Carey/Parsons/Oja, *New Perspectives on Microsoft Office 2013, First Course* (978-1-285-16764-0), Cengage Learning, 2014. Textbook is **required** and will be used every day of course. 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.cengagebrain.com or www.coursesmart.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.
- **Microsoft Office 2013** will be used in this course and each student will be required to use this version. The software is available on SHSU servers. For students who wish to purchase their own copy, Microsoft offers a leasing arrangement for *MS Office 365 University* at student discount rates at www.theultimatesteal.com. If you choose to purchase a copy of MS Office 2013 (or lease MS Office 365 University), make sure your version has MS Access.
- **Webcam** - Recommended for SKYPE session (teacher conference) and for introductory videos. May use embedded camera in laptop screen, or purchase external camera. Smart phone apps such as SKYPE or FaceTime may also be used to participate in conferences.

COURSE GRADING:

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

Exams	30%
Assignments	25%
Quizzes	15%
Final Exam	30%

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 examinations during the semester. All exams will be administered online. Each exam will include a set of questions and a project to apply skills. The lowest Exam grade will be dropped. The Final Exam will be comprehensive and is required. **The Final Exam will be administered online on posted dates.**

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.

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STUDENT PARTICIPATION POLICY:

Much like regular attendance in a traditional classroom, the course requires regular submissions of work on BlackBoard, participation in online discussions and taking quizzes and exams in the required time frame. Recorded lectures/powerpoints should be viewed for instructional updates and email should be used for individual questions. Instructor will send out individual notices to students via email regarding specifics on their work or request for redo or resubmission. This requires students to check their email account daily. Weekly technical quizzes and Unit Exams must be taken online during specified time frames.

ASSIGNMENTS & QUIZZES:

We will have online technology quizzes that will cover posted PowerPoints. All Quizzes, Discussions, and Exams **must be submitted or posted online by midnight on the Due Date.** Work ahead if you anticipate travel and notify instructor ahead of time if there are special circumstances requiring additional time for your completed work. Assignments will be open during unit cycle (4-5 days) and cannot be accepted after the unit exam is administered.

AGRI 1309 TENTATIVE COURSE OUTLINE:

I. Windows / MS Office 2013 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

III. Ag-specific software

Review one or more 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, digital media, and social web.

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. **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.

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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:

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 your work adversely, then you are encouraged to register with the Office of Services for Students with Disabilities located in the Counseling Center. All disclosures of disabilities will be kept strictly confidential. See Student Syllabus Guidelines.

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