Central Texas College
AGRI 1309 – Computers in Agriculture

Instructor:
Office Hours:

Introduction

The purpose of this course is to gain a basic understanding of the operation and use of technology for agricultural/science problems. Heavy emphasis is placed on hardware, document planning and preparation, data input and manipulation, communications and business-oriented utilization of the Internet.

The course is required for the Associates in Science Degree, Equine Management Certificate of Completion and Agriculture Production Certificate of Completion.

This course is occupationally related and serves as preparation for careers in the field of the agricultural sciences, farm and ranch management, and many other fields as well.

Prerequisite: None

Learning Outcomes

Upon successful completion of this course, Computers in Agriculture, the student should be able to:

a) Explain the concepts and terminology necessary for microcomputer use.
b) Describe and identify computer hardware, software and data communications components and functions.
c) Demonstrate proper file management techniques to manipulate electronic files and folders in a local and networked environment.
d) Use business productivity software to manipulate data and find solutions to agricultural business problems.
e) Complete projects that integrate business software applications used in the agricultural industries.

Instructional Materials

The instructional materials identified for this course are viewable through www.ctcd.edu/books.

Lecture Classes also require at least one USB storage device. Online students may use cloud based storage.

**Required Materials:** You will need access to Blackboard to view notes related to course topics and to access assignments and exams.
Course Requirements
Attendance of both lecture and lab is required and expected. In the case of online delivery, be actively engaged in Blackboard and maintain constant progress. Arriving late to class, for any reason, will constitute an absence.

Submit all assignments on time.

Complete all assessments/exams.

Assessments
Student content knowledge will be evaluated in the following areas:
   a) Assessments (Lab work/assignments, projects, discussion, quizzes, etc.)
   b) Examinations (Content exams and final exam)

Students must take all exam/assessments. No make-up assignments will be given. Both online and campus students who know in advance that they will be absent due to school sponsored trips, military duty or orders, or any other valid reason, must arrange to take any early exam/assessments. Unexpected absences due to illness or other emergency situations will require the student to contact the instructor and will be handled on a case-by-case basis.

Students with unexcused absences will be given a zero for each missed assignment.

Assignments may be composed of both objective and subjective questions plus computer output.

Semester Grade Computation

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<th>Points</th>
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<table>
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Notes and Additional Instructions from the Instructor

Course Withdrawal: It is the student’s responsibility to officially withdraw from a course if circumstances prevent attendance. Any student who desires to, or must officially withdraw from a course after the first scheduled class meeting must file a Central Texas...
College Application for Withdrawal (CTC form 59) or Application for Refund. The student must sign the withdrawal form.

Application for Withdrawal will be accepted at any time prior to Friday of the 12th week of classes during the 16-week fall and spring semesters. The deadline for sessions of other lengths is as follows:

- 10-week session: Friday of the 8th week
- 8-week session: Friday of the 6th week
- 6-week session: Friday of the 4th week

The equivalent date (75% of the semester) will be used for sessions of other lengths. The specific last day to withdraw is published each semester in the Schedule Bulletin.

Students who officially withdraw will be awarded the grade of “W” provided the student’s attendance and academic performance are satisfactory at the time of official withdrawal. Students must file a withdrawal application with the College before they may be considered for withdrawal.

A student may not withdraw from a class for which the instructor has previously issued the student a grade of “F” or “FN” for nonattendance.

**Administrative Withdrawal:** A student may be administratively withdrawn by a designated member of the administrative staff of the College when the student has been placed on Academic Suspension or Disciplinary Suspension; the student has an outstanding financial obligation owed to the college; or the student registered for a course without the required prerequisite or departmental permission.

**Instructor Initiated Withdrawal:** Faculty are authorized to initiate a withdrawal when the students are not making satisfactory course progress which includes failure to meet College attendance requirements. The instructor will assign the appropriate grade on CTC Form 59 for submission to the registrar.

Students enrolled in distance learning courses are expected to maintain constant progress throughout the course. Failure to do so may result in the student being administratively withdrawn by the instructor.

**Incomplete Grade:** The College catalog states, “An incomplete grade may be given in those cases where the student has completed the majority of the course work but, because of personal illness, death in the immediate family, or military orders, the student is unable to complete the requirements for a course…” Prior approval from the instructor is required before the grade of “IP” is recorded. A student who merely fails to show for the final examination will receive a zero for the final and an “F” for the course.

**Cellular Phones:** Students will silence cell phones and mobile devices while in the classroom or lab.
American’s with Disabilities Act (ADA): Disability Support Services provide services to students who have appropriate documentation of a disability. Students requiring accommodations for class are responsible for contacting the Office of Disability Support Services (DSS) located on the central campus. This service is available to all students, regardless of location. Review the website at www.ctcd.edu/disability-support for further information. Reasonable accommodations will be given in accordance with the federal and state laws through the DSS office.

Instructor Discretion: The instructor reserves the right of final decision in course requirements and may make changes to the course outline and/or assignments as needed.

Civility: Individuals are expected to be cognizant of what a constructive educational experience is and be respectful of those participating in a learning environment. Failure to do so can result in disciplinary action up to and including expulsion.

Photography: No photography allowed in lecture or lab without the instructor’s approval.

Food and Drink: Non-alcoholic drinks are permitted in class, unless otherwise specified. No food of any kind is allowed in class. No tobacco products of any kind are allowed in the classroom.

Failing Grade: The grade of “F” or “FN” will be given for academic failure, non-attendance or scholastic dishonesty.

Scholastic Honesty: All students are expected to maintain the highest standards of scholastic honesty in the preparation of all course work and during examinations. The College policy on scholastic honesty, including definitions on plagiarism, collusion and cheating can be found at the following URL: http://online.ctcd.edu/plagiarism.cfm.

Course Outline
Lesson One: History of Computers
Learning Outcomes: Upon successful completion of this lesson the student should be able to perform the following tasks:
   a) Discuss the history and development of early computing devices
   b) Describe modern equipment applications and applications in agriculture.
   c) Identify various devices utilized by computer systems.
   d) Describe the function of internal and external storage.

Learning Activities:
   a) Classroom lecture/discussion will be conducted by the instructor covering the topics mentioned.
   b) Student will read assignments on each topic.
   c) Student participation in discussion of each topic.
   d) Assignments and laboratory hands-on exercises will be completed by the student.
Lesson Outline: Follow the sequence of the lesson objectives.

Lesson Two: Introduction to Microsoft Office 2016: In Practice
Learning Outcomes: Upon successful completion of this lesson the student should be able to perform the following tasks:
   a) Understand how to operate SIMnet resources.
   b) Practice using Windows desktop features.
   c) Navigate the basic features of Office 2016
   d) Create file folders, and handle files (create, save, move, rename, etc.)
   e) Practice copying and using the clipboard

Learning Activities:
   a) Classroom lecture/discussion will be conducted by the instructor covering the topics mentioned.
   b) Student will read assignments on each topic.
   c) Student participation in discussion of each topic.
   d) Assignments and laboratory hands-on exercises will be completed by the student.

Lesson Outline: Follow the sequence of the lesson objectives.

Lesson Three: Microsoft Word
Learning Outcomes: Upon successful completion of this lesson the student should be able to perform the following tasks:
   a) Demonstrate proficient use of Microsoft Word
   b) Create and format a Microsoft Word document using basic features of the word processing application
   c) Apply tabs and tables to documents
   d) Explain multiple benefits of utilizing word processing software

Learning Activities:
   a) Classroom lecture/discussion will be conducted by the instructor covering the topics mentioned.
   b) Student will read assignments on each topic.
   c) Student participation in discussion of each topic.
   d) Assignments and laboratory hands-on exercises will be completed by the student.

Lesson Outline: Follow the sequence of the lesson objectives.

Lesson Four: Microsoft Excel
**Learning Outcomes:** Upon successful completion of this lesson the student should be able to perform the following tasks:

a) Demonstrate proficient use of Microsoft Excel  
b) Develop a spreadsheet utilizing text, formulas and functions  
c) Apply formatting techniques to enhance worksheets  
d) Format and present data  
e) Identify and explain how spreadsheet programs can aid in the agricultural industry and give examples.

**Learning Activities:**

a) Classroom lecture/discussion will be conducted by the instructor covering the topics mentioned.  
b) Student will read assignments on each topic.  
c) Student participation in discussion of each topic.  
d) Assignments and laboratory hands-on exercises will be completed by the student.

**Lesson Outline:** Follow the sequence of the lesson objectives.

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**Lesson Five: Microsoft Access**

**Learning Outcomes:** Upon successful completion of this lesson the student should be able to perform the following tasks:

a) Demonstrate proficient use of Microsoft Access  
b) Develop and maintain a Microsoft Access database  
c) Organize, retrieve, present and manage data  
d) Detail the benefits of utilizing Microsoft Access and how implementation into an agricultural operation would pose beneficial.

**Learning Activities:**

a) Classroom lecture/discussion will be conducted by the instructor covering the topics mentioned.  
b) Student will read assignments on each topic.  
c) Student participation in discussion of each topic.  
d) Assignments and laboratory hands-on exercises will be completed by the student.

**Lesson Outline:** Follow the sequence of the lesson objectives.

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**Lesson Six: Microsoft PowerPoint**

**Learning Outcomes:** Upon successful completion of this lesson the student should be able to perform the following tasks:

a) Demonstrate proficient use of Microsoft PowerPoint  
b) Using features of the Microsoft PowerPoint software, students should be able to create and format a presentation.

**Lesson Outline:** Follow the sequence of the lesson objectives.
c) Insert clip-art and pictures into slides.
d) Explain in what ways PowerPoint software might be utilized in the agriculture industry

Learning Activities:

a) Classroom lecture/discussion will be conducted by the instructor covering the topics mentioned.
b) Student will read assignments on each topic.
c) Student participation in discussion of each topic.
d) Assignments and laboratory hands-on exercises will be completed by the student.

Lesson Outline: Follow the sequence of the lesson objectives.