Imperial Valley College Course Syllabus Spring 2022

Ag 138

Computer Application in Ag (CRN: 20935)

Instructor:

Michael Carr

Version: 1.0

Date
February 9, 2022

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Course Information

Basic Course Information

Semester:	Spring 2022	Instructor Name:	Michael Carr
Course Title & #:	Ag 138	Email:	michael.carr@imperial.edu
CRN #:	21737	Webpage (optional):	n/a
Classroom:	Online	Office:	Virtual
Class Dates:	Feb 14– June 10, 2022	Office Hours:	Thursday 7-8pm
Class Days:	Online	Office Phone #:	760-332-8197
Class Times:	Online	Emergency Contact Method:	
Units:	3.0		

Instructor's Mission

To ensure all students have the information needed to be successful in completing this course to include:
- A comprehensive coverage of the subject matter
- Knowledge transfer of resources available to students to ensure they meet their educational goals within a timely manner
- A safe learning environment

Instructor's Vision

By the end of this course, students should have gained the knowledge and skills outlined in the learning outcomes of this course, have enhanced critical thinking skills, and understand how this course fits into their chosen learning path towards graduating from IVC with the knowledge and skills that can transfer to real-world situations that are applicable in gainful employment.

Course Description

Computer use in the workplace with emphasis on agribusiness situations. Computer applications including word- processing, spreadsheets, databases, and presentation managers will be covered. Also included will be accessing information through the Internet and World Wide Web, telecommunications, an introduction to web page design and other software appropriate to agribusiness. Application of these concepts and methods through hands-on projects developing computer-based solutions for agriculture business. (Same as AG 138) (C-ID AG- AB 108) (CSU)

Course Prerequisite(s) and/or Corequisite(s)

N/A

Student Learning Outcomes

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:
1. Demonstrate a competent use of technology through the use of office applications as they apply to the agricultural industry. (ILO2, ILO4, ILO5)

Course Objectives

Upon satisfactory completion of the course, students will be able to:

1. Demonstrate skill in the operation of the Microsoft Windows operating system, common micro-computer systems and peripherals.
2. Demonstrate skill by using Microsoft Office software including Excel, Word and PowerPoint.
3. Utilize the internet to access agricultural information.
4. Construct financial documents using an electronic spreadsheet.
5. Complete specific agricultural projects that demonstrate the ability to identify and solve problems using computers.
6. Evaluate the criteria for selecting computer hardware and software appropriate to agricultural business applications.
7. Manage data using database functions.
8. Demonstrate an understanding of applications used in agriculture
9. Utilize applications to evaluate crop data.
10. Collect and process data in the field using mobile applications
11. Create, manage, and utilize a variety of social media platforms and their applications to share knowledge, collaborate with peers, market products, and create an online identity
12. Demonstrate knowledge of a variety of software applications, hardware, and processes used in precision agriculture such as: sensors, robotic drones, tablets, and real-time data feeds.
13. Understand and utilize spatial and temporal data and its use in agriculture, asset management, land use management, and resource management
14. Plan and design a database that provides value to its users
15. Demonstrate knowledge of Geospatial technologies such as GPS, GNSS, remote sensing, and drones
16. Utilize applications to implement and manage agriculture and farming projects.
17. Use applications to map and evaluate topographic features and their values to make informed decisions.

Textbooks & Other Resources or Links

Textbook:
1. Peart, Robert M., Shoup, David W. 2004. Agricultural Systems Management: Optimizing Efficiency and Performance 1/E. CRC Press ISBN: 9780824747831.
2. Beskeen, David 2013. Microsoft Office 2013: Illustrated Introductory, First Course 1st. Cengage Learning ISBN: 978-1285088457

Software:
1. Microsoft Projects (Wait until instructed to do so) requires only one to two months at approximately $10 per month.
2. Need to download a variety of different applications that the college already paid for. You will be instructed to do so in the modules when they are needed.

Open Educational Resources:
Made available via the Chancellor's Office OERCommons.org site. Website Host: Goodwill Community Foundation, Inc.
3. Word: http://www.gcflearnfree.org/word2016/
4. Excel: http://www.gcflearnfree.org/excel2016/
5. PowerPoint: http://www.gcflearnfree.org/powerpoint2016/
6. Access: http://www.gcflearnfree.org/access2016/

There will also be assignments where you will need to use different software applications from the Microsoft Office Suite. As a student you are eligible for Office 365 Education for free, which includes Excel, Word, PowerPoint, and OneNote. You will need your student email address to access the applications. In your internet browser, navigate to the following site to get started:
   a. https://www.microsoft.com/en-us/education/products/office
   b. It is recommended that you access this early on in the semester so you aren't dealing with access issues when the assignment is due.

Course Requirements and Instructional Methods
The following is subject to change:

You must be able to do the following:
1. Have access to a computer capable of Microsoft Office and ESRI's Software suite.
2. Have access to the internet
3. Access Canvas to view and complete all course work.
4. Participate in online discussion boards and demonstrate your knowledge of the course material individually or in groups depending on assignment or in class activity.
5. You may be required to give video presentations of certain assignments
6. Purchase a one to two month subscription to Microsoft Projects (wait until instructed to do so)
7. Download applications to your computer (Chromebooks will not work)
8. Download applications to your phone for field data collection

You will learn using some, if not all of the following methods:
1. Canvas module content
2. Audio and Visual platforms
    1. Videos
    2. Voice recordings
    3. PowerPoints
3. Assignments and lab activities
4. Homework assignments (Projects)
5. Discussion in class and or via Canvas website
6. Demonstration of different software applications including typical use cases, basic navigation, and some advanced uses cases if time permits.
7. Other learning methods that will fit into the class schedule and topic as needed

Out of Class Assignments: The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a semester. WASC has adopted a similar requirement.

Course Grading Based on Course Objectives

Course Grading

Assignment/Projects	Approx. 45%
Discussion Board	Approx. 11%
Quizzes/Tests	Approx. 44%

Grade

90-100%	=	A
80-89%	=	B
70-79%	=	C
60-69%	=	D

Assignments/Quizzes may change in point value, so percent values are subject to change. Your grade will ultimately reflect the ratio of the point value earned to total points possible from total work assigned.

I encourage everyone to check your grades often in Canvas so you always know where you stand.

All assignments are due by their due date posted in Canvas. You must complete all assignments in one module to move to the next. Modules will close after one week of assignment due dates. Once a module is closed it will not be reopened and no makeup will be allowed. You must complete your assignments by their due date. So be sure you manage your time and assignments.

<u>Guidelines</u>

Attendance

- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class may be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. It is the student's responsibility to drop or officially withdraw from the class. See General Catalog for details.

Classroom Etiquette

N/A

Online Netiquette

- What is netiquette? Netiquette is internet manners, online etiquette, and digital etiquette all rolled into one word. Basically, netiquette is a set of rules for behaving properly online.
- Students are to comply with the following rules of netiquette:
    - (1) identify yourself
    - (2) include a subject line
    - (3) avoid sarcasm
    - (4) respect others' opinions and privacy
    - (5) acknowledge and return messages promptly
    - (6) copy with caution
    - (7) do not spam or junk mail
    - (8) be concise
    - (9) use appropriate language
    - (10) use appropriate emoticons (emotional icons) to help convey meaning
    - (11) use appropriate intensifiers to help convey meaning [do not use ALL CAPS or multiple exclamation marks (!!!!)].

Academic Honesty

Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another's work and recognize the important of acknowledging and safeguarding intellectual property.

There are many different forms of academic dishonesty. The following kinds of honesty violations and their definitions are not meant to be exhaustive. Rather, they are intended to serve as examples of unacceptable academic conduct.

- Plagiarism is taking and presenting as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to "cite a source" correctly, you must ask for help.
- Cheating is defined as fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or plagiarizing will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the General Catalog for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to, the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment; (c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment; (e) using a commercial term paper service.

Student Resources

Additional Student Services

IVC wants you to be successful in all aspects of your education. For help, resources, services, and an explanation of policies, visit http://www.imperial.edu/studentresources or click the heart icon in Canvas.

Anticipated Class Schedule/Calendar

Tentative, subject to change without prior notice
See Canvas for module details each week

Week	Start	End	Module
1	2/14/2022	2/21/2022	Module 1
2	2/22/2022	2/27/2022	Module 2
3	3/1/2022	3/6/2022	Module 3
4	3/7/2022	3/13/2022	Module 4
5	3/14/2022	3/20/2022	Module 5
6	3/21/2022	3/27/2022	Module 6
7	3/28/2022	4/3/2022	Module 7
8	4/4/2022	4/10/2022	Module 8
9	4/11/2022	4/17/2022	Module 9

SB	4/18/2022	4/24/2022	No Class
10	4/25/2022	5/1/2022	Module 10
11	5/2/2022	5/8/2022	Module 11
12	5/9/2022	5/15/2022	Module 12
13	5/16/2022	5/22/2022	Module 13
14	5/23/2022	5/29/2022	Module 14
15	5/31/2022	6/5/2022	Module 15
16	6/6/2022	6/10/2022	Module 16