

ABUS231: Computer Applications in Agriculture

Instructor:	Dr. Baohui Song
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Office hours:	MW 9:30-12:00 or by appointment.
Class days and times:	11:00AM-12:15PM
Classroom:	PLMS 321
Prerequisites:	None.

I. Textbook and Readings

This class does NOT require any textbooks. Study guidelines will be posted in Vista. Students are responsible for printing the study guidelines by yourselves.

II. Special Notes

- i. Please use abus231@gmail.com for communication with me for this class. In addition, please use proper subject when you send me an email, for example “Exercise Questions”, “Quiz Questions”, “Absence”, etc.. Normally I will reply your email within 24-48 hours except for the weekends.
- ii. A USB flash drive (≥ 1 GB) is **REQUIRED** for this class. You need the flash drive to save the example files, exercises, and quizzes.
- iii. Please check our class website (Vista) regularly to monitor your grades for exercise, quizzes, and tests.
- iv. **DO NOT CHEAT IN ANY FORMAT.**

III. Course Description and Goals

Management information systems have become the life blood that links all aspects of today’s businesses. A thorough understanding of the components of such systems is essential to a successful agribusiness career. The purpose of this course is to familiarize students with software prevalently used within the agricultural sector. Knowledge acquired through other agribusiness courses will be utilized during the conceptualization, design and construction of agribusiness software application examples.

The goals of this course include:

1. To develop a thorough foundation of appropriate software terminology and proficiency with software commands;
2. To investigate elements of design and construction and improve the efficiency in the use of electronic spreadsheet, word processor, and presentation software;
3. To introduce multiple agribusiness applications for each of the above-mentioned software;
4. To familiarize students with the new development of digital technology and their applications in agriculture.

IV. Academic Grading

There will be 400 total points possible. Students will be graded on the basis of in-class exercises and quizzes (160 points, 40%), attendance—(40 points, 10%) and two exams: one midterm and the final (200 points, 50%). Your final letter grades will be given based on the following table:

93% - 100% A	73% - 76% C
90% - 92% A-	70% - 72% C-
87% - 89% B+	65% - 69% D+
83% - 86% B	60% - 64% D
80% - 82% B-	0% - 59% F
77% - 79% C+	

V. Course Administration

A. Course Organization

Class time will be broken down into a lecture and demonstration part of the topic(s) for the day, and then followed by work on an applied exercise. Students should use the class time to complete the applied exercise, practice more to improve efficiency. You cannot leave the class early.

B. Late Graded Item Policy

It is the policy of this class to **NOT ACCEPT** late graded items of any type. Excused lateness (i.e. jury duty, previous university commitment, field trip for other classes, serious sickness, etc.) for a graded item requires written notice (**See V. E**) personally delivered to the instructor well **in advance** of the scheduled due date. Failure to notify the instructor of an impending absence in advance will result in an at least 50% deduction of the graded points.

C. In-class Exercise and Quiz (160 Points, 40%)

Since this is a computer application class, we will have an in-class exercise for every chapter. You will have some time to finish the exercise in class. If you cannot finish during class time, you can finish it after class. However, you must finish and submit the exercise before 10:00 p.m. on that day. Each exercise is worth 5 points. You will get 5 points as long as you finish it and send it to me in time. If you miss class that day, you will lose 5 points for in-class exercise. **No makeup for in-class exercises for any reasons.** Total points for in-class exercise will be 60 points. Be sure to attend class regularly and finish all the exercises.

In addition to exercises, you will expect a quiz after we finish each chapter. However, I will only randomly select 5 quizzes out of 12 to grade. The total points for graded quizzes are 100. For the ungraded quizzes, I'll provide the answer keys and you can grade the quizzes by yourself to help you understand the materials.

IF YOU MISS QUIZZES BECAUSE OF THE EXCUSED ABSENCE (SEE V. B), AND WITH THE ABSENCE NOTE (SEE V. E) IN ADVANCE, YOU WILL HAVE A CHANCE TO MAKE UP THE QUIZZES.

D. Examinations (200 Points, 50%)

There will be two examinations during the semester. Each examination is worth 100 points. Materials covered in lectures, exercise, quizzes will be fair game for each examination. Exam questions will be computer based and will have similar format at in-class exercises and quizzes. **The final examination is comprehensive.** Accommodations will be made for make-up examinations **ONLY FOR** an excused absence (see V. B). The tentative dates for all examinations (including the final) are listed at the end of this syllabus. The time and date for the final examination **WILL NOT** be changed to accommodate personal situations.

E. Attendance (40 Points, 10%)

There will be 40 points for class attendance. If you miss one class, you will lose 8 points. If you have any **excused absence** (see V. B), you must notify your instructor in advance and fill an Excused Absence Note (available from your instructor). Otherwise you will lose 8 points, too. You can use up to 3 excused absence notes for the whole semester. The total points you can lose is 40. **IF YOU MISS CLASS 8 TIMES INCLUDING EXCUSED ABSENCES, YOU WILL FAIL THIS CLASS AUTOMATICALLY.**

Excused Absence Note	
Name: _____	Date of Missing Class: _____
For Course, ABUS231	
Reason:	
Student Signature: _____	
Submitting Date: ____	

F. Expected Student Behavior in the Classroom

i. No food or drinks are allowed in the computer lab.

ii. All students are expected to attend each class, show up on time, and finish all the exercises in time;

iii. Every student has the right and privilege to learn in the class, free from harassment and disruption. Inappropriate or disruptive behavior will not be tolerated, nor will lewd or foul language;

iv. All class participants are expected to exhibit respectful behavior to other students and the instructor. Students may not read other materials (newspapers, magazines) during class nor should they carry on personal discussions with their peers during lectures, presentations, etc.

v. Students are expected to turn off all pagers, cell phones and other electronic devices during class time. **NO TEXT MESSAGING IN THE CLASS!!!**

vi. The class follows the standard set in the *Code of Students Rights and Responsibilities (EM 96-38)* and students are subject to disciplinary action for violation of that code.

G. Additional Instruction

Your understanding of this course's material is my primary goal for this class. Please do not hesitate to use my office hours for help. If I am working with my door open at times other than office hours, feel free to ask for help. You may also e-mail me to set up an appointment.

H. University Policies and Campus Resources

i. Dropping and Adding

You are responsible for understanding the policies and procedures about add/drops, academic renewal, etc. found <http://www.csuchico.edu/catalog/>. You should be aware of the new deadlines and penalties for adding and dropping classes.

ii. Academic Integrity

Students are expected to be familiar with the University's Academic Integrity Policy. Your own commitment to learning, as evidenced by your enrollment at California State University, Chico, and the University's Academic Integrity Policy requires you to be honest in all your academic course work. Faculty members are required to report all infractions to the Office of Student Judicial Affairs. The policy on academic integrity and other resources related to student conduct can be found at: <http://www.csuchico.edu/sjd/integrity.shtml>.

iii. Campus Policy in Compliance with the American Disabilities Act

If you need course adaptations or accommodations because of a disability, or if you need to make special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible, or see me during office hours. Students with disabilities requesting accommodations must register with the DSS Office (Disability Support Services) to establish a record of their disability.

Special accommodations for exams require ample notice to the testing office and must be submitted to the instructor well in advance of the exam date.

iv. Student Services

Student services are designed to assist students in the development of their full academic potential and to motivate them to become self-directed learners. Students can find support for services such as skills assessment, individual or group tutorials, subject advising, learning assistance, summer academic preparation and basic skills development. Student services information can be found at: <http://www.csuchico.edu/current-students>.

v. Disability Services

If you need course adaptations or accommodations because of a disability or chronic illness, or if you need to make special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible, or see me during office hours. Please also contact Disability Support Services (DSS) as they are the designated department responsible for approving and coordinating reasonable accommodations and services for students with disabilities. DSS will help you understand your rights and responsibilities under the Americans with Disabilities Act and provide you further assistance with requesting and arranging accommodations. The Disability Support Services website is <http://www.csuchico.edu/dss>.

vi. Student Learning Center

The mission of the Student Learning Center (SLC) is to provide services that will assist CSU, Chico students to become independent learners. The SLC prepares and supports students in their college course work by offering a variety of programs and resources to meet student needs. The SLC facilitates the academic transition and retention of students from high schools and community colleges by providing study strategy information, content subject tutoring, and supplemental instruction. The SLC is online at <http://www.csuchico.edu/slc>. The University Writing Center has been combined with the Student Learning Center.

VI. COURSE OUTLINE AND CONTENT
COURSE COVERAGE OUTLINE

Introduction

Chapter 01: Introduction of Office 2007

Part I. Microsoft Word

Chapter 02. Basic Word Setup

Chapter 03. Edit and Format Options

Chapter 04. Table, Equation, and Graph

Part II. Microsoft PowerPoint

Chapter 05. PowerPoint

Part III: Microsoft Excel—spreadsheet software

Chapter 06. Basic Excel Setup

Chapter 07. Data Input

Chapter 08. Cell Format

Chapter 09. Data Management

Chapter 10. Graph

Chapter 11. Functions and Formulas

Chapter 12. Statistical Analysis

Part IV: Additional Coverage ⁱ

Chapter 13. Comprehensive Ag Applications

Chapter 14. New Digital Technology Introduction

Midterm: March 15, 2012, Thursday, class time.

Final: Thursday – May 17, 2012 (10:00-12:00 pm).

ⁱ This chapter may not be covered if we run out of class time for other parts.