ABUS 231 Syllabus Spring 2017

Course Information:

Course Title: Computer Applications in Agriculture
Meeting: TR 9:30 AM – 10:45 PM
Location: Siskiyou 109D (COA Computer Lab)

Instructor: Dr. Jude Bayham

Office: 213 Plumas Hall
Phone: 530-898-4632
Email: jbayham@csuchico.edu
Office Hours: Mon and Wed 11:00 AM – noon; and Tue 1:00 – 3:00 PM, and by appointment

Course Description: Computer applications are used in all facets today’s business. A thorough understanding of such systems is essential to a successful agribusiness career. The purpose of this course is to familiarize students with concepts generalizable to various software used within the agricultural sector.

Course Website: I will use Blackboard Learn (https://learn.csuchico.edu) for communicating and updating information, assignments, and posting relevant online materials. You will create an ePortfolio using the Digication platform accessed through Blackboard (more information below). All assignments will be submitted through Blackboard.

Course Materials:

There is no textbook required for this course. Supplemental material will be posted on Blackboard Learn.

All students will use google drive to save assignments. Google drive is a cloud storage space available to all CSUC students free of charge.

Learning Objectives:

• To develop a thorough foundation of appropriate software terminology and proficiency with software commands
• To develop the ability to manage data using various software and convert that data into information through visualization and presentation
• To familiarize students with sources of agriculture data.

Grading:
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<tr>
<th>Component</th>
<th>Weight</th>
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<tbody>
<tr>
<td>ePortfolio</td>
<td>10%</td>
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<tr>
<td>Assignments</td>
<td>30%</td>
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<tr>
<td>Quizzes</td>
<td>30%</td>
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<tr>
<td>Midterm</td>
<td>10%</td>
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<tr>
<td>Final Comprehensive Exam</td>
<td>20%</td>
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Grades will be based on the standard university scale (including plus and minuses). For example, greater than 93% is an A, between 90% and 93% is an A−.

Grades will be updated throughout the semester on Blackboard Learn.

**ePortfolio:** An ePortfolio (electronic portfolio) is an electronic collection of evidence that shows your learning journey over time (Helen Barrett [https://sites.google.com/site/eportfolioapps/overview](https://sites.google.com/site/eportfolioapps/overview)). ePortfolios also serve as a showcase of your work that may complement information in a resume. Since most of you are in the middle of your college career, we will focus on developing evidence of your “learning journey”. Chico State is piloting Digication, a tool for developing ePortfolios. After each unit, you will populate your portfolio with the assignment (evidence) and reflect on the material. You will write a short blog-style entry discussing the merits of any new skills you acquire and the challenges that you faced.

**Assignments:** All assignments will be done on the computer (personal or computer lab) and submitted in electronic format through Blackboard Learn. Time will be given in class to complete each assignment. If you are not able to complete the assignment during class, it must be submitted through Blackboard Learn by 10:00 PM on the day of after it is assigned in class. Late assignments will not be accepted. Excused lateness (i.e. jury duty, previous university commitment, field trip for other classes, serious sickness, etc.) for a graded assignment requires electronic written notice 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.

**Quizzes:** There will be an in-class quiz after each unit. These quizzes will often fall on the Thursday session. The quizzes will be in the same format as assignments but they must be submitted by the end of class. I will randomly select 5 quizzes. I will provide the answer keys for the ungraded quizzes. At the end of the course, all students will be allowed to substitute their single lowest (or missed) quiz with one of the other 7 ungraded quizzes. It will be the students responsibility to self grade all of their quizzes and choose the quiz that they believe earned the highest score. There will be a sign up sheet at the end of the semester to submit your choice for replacement.

**Exams:** There will be a cumulative midterm and final exam. All material covered in lecture, assignments, and quizzes may appear on either exam. Accommodations will be made for make-up exams only for excused absences. The time and date for the final examination will not be changed to accommodate personal situations.
Course Guidelines and Expectations: Class time will be broken down into a lecture and a 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 assignments and practice to improve efficiency. Try to use every minute of the class time to practice and do not leave the lab early.

I recognize that electronic assignments are easy to copy and send to classmates. I urge you not to simply copy another student's assignment for two reasons: 1) you will not learn the material and 2) it is not fair to your fellow students who have taken the time to complete the assignment.

Communication and correspondence will be sent through Blackboard Learn. I can best be reached by email through Blackboard Learn, and I will try to respond promptly. When many students have the same kind of question, I may reply to the entire class or post documents to the class website. Students are expected to check their Blackboard Learn account regularly. I will post additional video content on Blackboard Learn to supplement the class material.

By enrolling in this course, all students commit themselves to learning the subject, acting in a civil manner in class, and being respectful of their peers and the instructor. Contrary behavior will result in disciplinary action and possible expulsion from the class. Students are expected to arrive on time, stay for the entire class period, and use the computer lab desktop machines to complete assignments, quizzes, and exams.

Course Outline and Content

- Introduction to the MS Office Suite and Pre-test
- Data management (MS Excel)
  - Intro to MS Excel
  - Data input
  - Data management and formatting
  - Functions and formulas
  - Pivot Table
- Data Analysis and Visualization (MS Excel, Tableau)
  - Introduction to statistical analysis
  - Introduction to linear programming
  - Graphing
- Data Presentation
  - Creating written documents (MS Word)
  - Creating presentations (MS Powerpoint)

University Policies and Campus Resources:

- Dropping and Adding: Students may drop this course during the first two weeks
of the semester without restriction or instructor approval. Students may add if room is available through the instructor only. During the 3rd and 4th weeks of classes, Change of Program (COP) forms are needed to add/drop, and require the instructor’s signature. After the 4th week of classes, all COP forms to add/drop require a serious and compelling reason (see University Catalog) and require approval signatures from the instructor, department chair, and dean of the college. Do not assume you will be automatically dropped for not attending class; however, failure to attend the first two days may lead to being dropped. It is your responsibility to make a commitment to dropping or staying in class by the second week. If you do not follow the appropriate drop procedure, you risk getting a failing grade for the class.

- **Academic Honesty**: Any work submitted that is not the product of the student who has their name on the work, which would include work taken from any other sources and not properly noted or cited, is plagiarized work and will be prosecuted according to university standards. Any sign of cheating in any way on any course exams or assignments will be addressed directly, according to university standards. If you do not understand what plagiarism is, or what cheating entails, you must seek information regarding this matter from the current University Catalog and from me. The consequences of plagiarism begin with a failing grade on the work, and possibly a failing grade in the course, depending upon university action.

It is the expressed expectation of this instructor that all students demonstrate integrity and individual responsibility in all actions related to this course. Unethical behavior of any kind is unacceptable and will be prosecuted vigorously.

- **Diversity Statement**: Students in this class are encouraged to speak up and participate during class meetings. Because the class will represent a diversity of individual beliefs, backgrounds, and experiences, every member of this class must show respect for every other member of this class. Every student has the right and privilege to learn in the class, free from harassment and disruption.

- **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 Accessibility Resource Center (ARC) to establish a record of their disability. The Accessibility Resource Center website is [http://www.csuchico.edu/arc](http://www.csuchico.edu/arc). 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.

- **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](http://www.csuchico.edu/slc). The University Writing Center has been combined with the Student Learning Center.

- **Student Services**: Student services are designed to assist students in the develop-
ment 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.