

Agricultural Management Information Systems
ABUS 331

Class Times: (TR 9:30-10:45 a.m.) Plumas 321

Instructor: Dr. Baohui Song

Office Hours: MW 9:30 a.m. – 12:30 p.m. or by appointment

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No Textbook Required for This Class. Study guidelines will be posted under WebCT. Student is responsible for printing the study guidelines by yourself.

I. Course Objectives

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. This goal is accomplished through the following process:

1. Developing a thorough foundation of appropriate software terminology and proficiency with software commands.
2. Investigating elements of design and construction in the use of electronic spreadsheet, database management, and presentation software.
3. Creating multiple agribusiness applications for each of the above-mentioned software.

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.

II. Academic Grading

There will be 500 total points possible. Students will be graded on the basis of in-class exercises and quizzes (200 points, 40%), class project – (70 points, 14%), attendance—(30 points, 6%) and two exams (Midterm and Final (200 points, 40%). Your final letter grades will be given based on the following table:

90% - 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+	

III. Course Administration

A. Catalog Description

Survey of microcomputer applications for agribusiness management, emphasizing personnel productivity software, including database manager, advanced spreadsheet, and electronic communication software.

B. Course Organization

Class time will be broken down into a brief lecture and demonstration of the topic(s) for the day, followed by work on an applied exercise. Students should use the class time devoted to completing the applied exercise for asking questions and seeking guidance; it does not mean class has ended early.

C. Late Graded Item Policy

It is the policy of the agribusiness faculty 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 G**) 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.

D. In-class Exercise and Quiz

Since this is a computer application class, we will have a lot of in-class exercises. Proficiency is important for this class. Be sure to attend class regularly. All of the in-class exercise will be graded. We will also have some **unannounced** quizzes. The total points for in-class exercises and quizzes are 200. I will **NOT** offer any make-ups for in-class exercises. However, if you miss quizzes because of the excused absence (See III C), and with the absence note (see III F) in advance, you will have a chance to make up the quizzes.

E. Examinations

There will be two examinations during the semester. Each examination is worth 100 points. Material covered in lectures, exercise, project will be fair game for each examination. Exam questions will be computer based and will have similar format at in-class exercise and quiz. **The final examination is comprehensive.** Accommodations will be made for make-up examinations **ONLY FOR** an excused absence (see III C above). 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.

F. Attendance (30 Points, 6%)

There will be 30 points for class attendance. If you miss one class, you will lose 5 points. If you have any **excused absence** (i.e. jury duty, previous university commitment, field trip for other classes, serious sickness, etc.), you must notify your instructor in advance and fill an Excused Absence Note (available from your instructor). Otherwise you will lose 5 points, too. The total points you can lose is 30.

Excused Absence Note

Name: _____ Date: _____

For Course, ABUS _____

Reason:

Student Signature: _____

Instructor Signature: _____ Date: _____

G. Class Project and Presentation (70 Points)

This project will help you to do some basic research in agricultural area. One important requirement for this project must contain data management component in it. The project will include three parts:

- (1) Data collection and management (20 points)
- (2) Written report (30 points)
- (3) PowerPoint Slides and Presentation (20 points)

For detailed instruction, please refer to the separate handout.

H. Additional Instruction (AI)

Your understanding of this course's material is my primary goal for this class. Please do not hesitate to use my office hours for conceptual help and problem-solving guidance. 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 for AI.

I. Academic Rigor

This class will be conducted in a manner that conforms to the University's policy of academic rigor. The CSUC definition of academic rigor for instructors and students can be accessed at <http://em.csuchico.edu/aap/Undergrad/help/ARigor.asp>.

J. Other Information

It is recommended that students make and keep a copy of all graded item submitted to the instructor. In addition, students should regularly monitor WebCT for this course because assignments, additional course readings, grades, etc. will be distributed via this medium. Note: CSUC considers e-mail an official method of communication. Students

should feel free to discuss their individual performance with the instructor, whether it is their overall course grade or a score they earned on a single graded item. Professors are human too and occasionally a scoring mistake will be made; if a student has reason to believe a graded item deserves a point value higher than the one earned, bring it to the instructor's attention during scheduled office hours or by special office appointment. Due to privacy issues I will not entertain discussions about a student's grade immediately before, after or during class. I am willing to entertain a confidential discussion about any graded item within one week's time after it is returned to the class. If the student's request is to "re-grade" their work, I may evaluate the entire graded item and the student's total points may go up or down.

IV. Academic Honesty

Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for the respect of others' academic endeavors. Students who violate these standards (e.g., cheating and plagiarism) must be confronted and must accept the consequences of their actions. The university's policies on academic dishonesty will be strictly enforced. It is the student's responsibility to know and understand the CSUC Academic Honesty Policy. The university's policy is provided in their catalog as well as via its web site at www.csuchico.edu/gisp/gis/public/gradline/honesty.htm. Ignorance of university policies or of what constitutes academic dishonesty is not an acceptable excuse in this matter. If there is evidence that the student has been involved in any form of academic dishonesty, they will receive an "F" grade for the course, be locked from WebCT, and a report will be provided to Student Judicial Affairs for further action.

V. Disabilities

If a student has a disability that requires special accommodations, the student must contact a counselor at Disability Support Services (www.csuchico.edu/dss/). In addition, the student should let the instructor know as soon as possible so the instructor is aware of, and can provide for, any necessary accommodations.

VI. Expected Student Behavior in the Classroom

A. All students have 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.

B. 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 (or work on the computers) during lectures, presentations, etc.

C. Students are expected to turn off all pagers, cell phones and other electronic devices during class time. No Text Messaging in Class.

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

- E. Do not surf internet in class unless instructed by your instructor.
- F. The class follows the standards set in the Code of Students Rights and Responsibilities (EM 96-38) and students are subject to disciplinary action for violation of that code.

TENTATIVE COURSE OUTLINE [MAY CHANGE]

I. Microsoft Excel—spreadsheet software

- Chapter 1. Basic Excel Setup
- Chapter 2. Data Input
- Chapter 3. Cell Format
- Chapter 4. Data Management
- Chapter 5. Graph
- Chapter 6. Functions and Formulas
- Chapter 7. Statistical Analysis
- Chapter 8. Pivot Table

II. Microsoft Word

- Chapter 9. Basic Word Setup
- Chapter 10. Edit and Format Options
- Chapter 11. Table, Equation, and Graph

III. Microsoft PowerPoint

- Chapter 12. Basic PowerPoint Setup
- Chapter 13. Animation and Transition

VI. Comprehensive Application

- Chapter 14. Working with Word, Excel, and PowerPoint

Midterm: March 5, 2009, Thursday, class time.

Final: Tuesday – May 19, 2009 (12-1:50 p.m.)