ABUS231: Computer Applications in Agriculture

Instructor: Dr. Baohui Song
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Office hours: TR 8:00AM-10:30AM, or by appointment.
Class days and times: TR: 12:30PM-1:45PM
Classroom: SSKU 109D
Prerequisites: None.

I. Textbook and Readings

This class does NOT require any textbooks. Study guidelines will be posted online. 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. Please keep all the Emails in your mailbox, do not delete them till the end of the semester.

ii. A USB flash drive (≥1 GB) is REQUIRED for this class. You need the flash drive to save the examples, exercises, and quizzes. Please bring the flash drive with your every class.

iii. Please check our class website (Blackboard Learn) regularly to monitor your grades for attendance, exercises, 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 electronic spreadsheet, word processor, and presentation software applications;

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 (60 points, 15%), quizzes (110 points, 27.5%), attendance—(30 points, 7.5%) and two exams: one midterm (80 Points, 20%), and the final (120 Points, 30%). Your final letter grades will be given based on the following table:

<table>
<thead>
<tr>
<th>%</th>
<th>Grade</th>
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<tbody>
<tr>
<td>93% - 100%</td>
<td>A</td>
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<tr>
<td>90% - 92%</td>
<td>A-</td>
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<td>87% - 89%</td>
<td>B+</td>
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<td>83% - 86%</td>
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<td>80% - 82%</td>
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<td>77% - 79%</td>
<td>C+</td>
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<td>73% - 76%</td>
<td>C</td>
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<tr>
<td>70% - 72%</td>
<td>C-</td>
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<tr>
<td>65% - 69%</td>
<td>D+</td>
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<tr>
<td>60% - 64%</td>
<td>D</td>
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<tr>
<td>0% - 59%</td>
<td>F</td>
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V. Course Administration

A. Course Organization

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 applied exercise, practice more to improve efficiency. TRY TO USE EVERY MINUTE OF THE CLASS TIME TO PRACTICE AND DO NOT LEAVE THE LAB 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 (60 Points, 15%)

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. next day. Each exercise is 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.

D. Quizzes (110 Points, 27.5%)

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 110. 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.**

E. Examinations (200 Points, 50%)
There will be two examinations during the semester. The midterm is 80 points and the final is 120 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 as 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.

F. Attendance (30 Points, 7.5%)
There will be 30 points for class attendance. If you miss one class, you will lose 5 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 5 points, too. You can use up to 4 excused absence notes for the whole semester. The total points you can lose is 30. **IF YOU MISS CLASS 8 TIMES INCLUDING EXCUSED ABSENCES, YOU WILL FAIL THIS CLASS AUTOMATICALLY.**

![Excused Absence Note](image)

G. Expected Student Behavior in the Classroom

i. **No foods 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;

Page 3 of 5
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. 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.

H. 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.

I. 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://catalog.csuchico.edu/viewer/15/ACAREGS.html.

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/arc/.

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

Part I: Microsoft Excel—spreadsheet software
Chapter 01. Basic Excel Setup
Chapter 02. Data Input
Chapter 03. Cell Format
Chapter 04. Data Management
Chapter 05. Graph
Chapter 06. Functions and Formulas
Chapter 07. Statistical Analysis

Part II. Microsoft Word
Chapter 08. Basic Word Setup
Chapter 09. Formatting and Editing in Word
Chapter 10. Reference, Review, and Mail Merge

Part III. Microsoft PowerPoint
Chapter 11. PowerPoint

Midterm: October 12, Thursday, class time.

Final: TBD