

NORTH CENTRAL TEXAS COLLEGE



COURSE SYLLABUS

Course Name & Number	Computers in Agriculture AGRI 1309	Semester & Year	Fall 2008
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Instructor's Name	Jeff Weber	Office Phone #	940-668-4217
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Instructor's Office #	502C	Office Fax #	940-668-6049
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E-mail Address	jweber@nctc.edu	Office Hours	By Appointment
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Catalog Description	<p>This course will develop an understanding of computer terminology and usage, develop skills in accessing and utilizing computer data to solve agricultural problems, and provide an introduction to common software programs and usage of the Internet.</p>
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Student Learning Outcomes	<p>Upon completion of this course, the student will:</p> <p>1. Demonstrate basic terminology and hardware.</p> <p>Foundation Skills -- 1-a-i, 1-a-ii, 1-a-iii, 1-b-ii, 1-b-vi Workplace Competencies--2-c-i, 2-c-ii, 2-c-iii, 2-c-iv, 2-e-i, 2-c-ii</p> <p>2. Increase their computer literacy by using Desktop Computers with Office and Windows working environments.</p> <p>Foundation Skills -- 1-a-i, 1-a-ii, 1-a-iii, 1-a-iv, 1-b-ii, 1-b-vi Workplace Competencies --2-c-i, 2-c-ii, 2-c-iii, 2-c-iv, 2-e-i, 2-c-ii</p> <p>3. Apply the use of Word Processing, spreadsheets and database management to the business of Agriculture.</p> <p>Foundation Skills -- 1-a-i, 1-a-ii, 1-a-iii, 1-a-iv, 1-b-ii, 1-b-iii, 1-b-v-1-b-vi Workplace Competencies --2-c-i, 2-c-ii, 2-c-iii, 2-c-iv, 2-e-i, 2-e-ii</p>
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	<p>4. Identify and use “stand alone” farm management software</p> <p>Foundation Skills -- 1-a-i, 1-b-ii, 1-b-vi Workplace Competencies -- 2-c-i, 2-c-ii, 2-c-iii, 2-c-iv, 2-e-i, 2-e-ii</p> <p>5. Utilize computers in solving Farm Management problems</p> <p>Foundation Skills -- 1--a-i, 1-a-iii, 1-b-ii, 1-b-vi Workplace Competencies -- 2-c-i, 2-c-ii, 2-c-iii, 2-c-iv, 2-e-i, 2-e-ii</p> <p>6. Determine the components required to to purchase software and hardware</p> <p>Foundation Skills --1-a-i, 1-a-iv, 1-b-ii, 1-b-iii, 1-b-vi Workplace Competencies --2-c-i, 2-c-ii, 2-c-iii, 2-c-iv, 2-e-i, 2-c-ii</p>
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<i>Textbooks & Materials Required / Recommended</i>	<p>“Discovering Computers 2004”. Shelly, Cashman, Vermaat, Webb, Quasney, Feb. 2003.</p>						
<i>Grading Policy & Procedures</i>	<p>Grades will be based on a percentage of 1000 total points allocated as follows:</p> <table border="0"> <tr> <td>Midterm Exam</td> <td>300 pts</td> </tr> <tr> <td>Final Exam</td> <td>300 pts</td> </tr> <tr> <td>Other Assignments</td> <td>400 pts</td> </tr> </table> <p>Letter grades will be given as follows:</p> <p>A - 90-100% B - 80-89% C - 70-79% D - 60-69% 5 - Below 60%</p>	Midterm Exam	300 pts	Final Exam	300 pts	Other Assignments	400 pts
Midterm Exam	300 pts						
Final Exam	300 pts						
Other Assignments	400 pts						

<i>Attendance Policy</i>	Students will be
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<i>Other Pertinent Information</i>	If you miss a semester test, you have one (1) week to take a make up test.
<i>ACCESS Program</i>	The ACCESS Program provides accommodations for students who have a documented disability. A disability is anything that can interfere with learning, such as a learning disability, psychological challenge or physical illness or injury. Accommodations may include extra time on tests, tests in a non-distracting environment, notetaker in class,

	<p>etc. On the Corinth Campus, contact: Robin Truhe (rtruhe@nctc.edu, 940-498-6207) or Penny Cogbill (pcogbill@nctc.edu, 940-498-6212) in Suite 170. On the Gainesville Campus, contact Mary Martinson (mmartinson@nctc.edu, (940) 668-7731 ext. 4377) in ASC 111.</p>
<p><i>Student Success Center</i></p>	<p>The Student Success Center is designed to help all students at NCTC develop tools to achieve their academic goals. Students can attend free interactive workshops about Time Management, Study Skills, Test Anxiety, Choosing a Major, Learning Style Strategies, Career Exploration, and much more. This program also links students to FREE tutoring, including a Writing Center, a Math Lab, and free online tutoring in the evening and helps new students acclimate to college by providing new student orientations and THEA/Compass Test Preparation. All students are invited to visit the Student Success Center. We are located in Rooms 160 and 170 in Corinth and 114 in Gainesville.</p>
<p><i>TRIO Program</i></p>	<p>TRIO Programs are federally funded programs which offer services designed to assist students in achieving their academic goals. Services include educational workshops, academic advising, tutoring, personal counseling, career counseling, cultural enrichment, and financial aid information. Students may be eligible for TRIO if they are currently enrolled at North Central Texas College, have academic need, and meet at least ONE of THREE criteria which include: 1) first generation status—neither parent has a degree from a 4 year college, 2) income level is within federal low income guidelines, and/or 3) has a documented disability. TRIO is located in Room 170 on the Corinth Campus and Room 114 on the Gainesville Campus.</p> <p>Students can access our website by going to www.nctc.edu and clicking on the red button in the middle of the page labeled “Tutoring and Other ACADEMIC SUPPORT SERVICES” or by going directly to http://www.nctc.edu/Student_Services/Access/AcademicandStudentSupportServices.htm.</p>
<p><i>Scholastic Integrity</i></p>	<p>Scholastic dishonesty shall include, but not be limited to cheating on a test, plagiarism, and collusion. See <i>Student Handbook</i> “Student Rights & Responsibilities: Student Conduct [FLB-(LOCAL)]” #18.</p>

ADA Statement	<p>"North Central Texas College does not discriminate on the basis of disability for admission or access to its programs. The College is committed to providing equal access to its students with disabilities by providing appropriate accommodations; a variety of services and resources are made available through the ACCESS Department. Students are responsible for notifying the ACCESS Department of their need for assistance. Students with documented disabilities, such as mobility impairment, hearing or visual impairment, learning, and/or psychological disorders are eligible for services. The Corinth ACCESS Department is located in Room 120. The Gainesville/Bowie ACCESS Department is located in ASC 108 (next door to the bookstore) on the Gainesville Campus. For assistance, stop by one of these offices or call Beverly Neu Menassa at (940) 498-6207 on the Corinth Campus or Mary Martinson at (940) 668-4216 on the Gainesville Campus. Mary Martinson will meet with students on the Bowie campus by appointment. In addition, students can access information online at http://www.nctc.edu/Student_Services/Access/Access_program.html."</p>
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EEOC Statement	<p>North Central Texas College does not discriminate on the basis of race, color, national origin, gender, religion, age, or disability in the employment or the provision of services.</p>
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Web Page	<p>Visit the North Central Texas College web page for information on registration, financial aid, counseling/advising, and cost of tuition and fees. You will also find information on the catalog and semester schedules as well as courses of study. You can keep up with what is happening on campus by checking the calendar of events and the sports news. The web has information on the library as well as links to other areas of interest. Check out our web page at http://www.nctc.edu.</p>
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Tentative Calendar	<p>CLASS MEETS TR 11:00 AM-12:20 PM - Lab TBA</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">September 3, 2007</td> <td>Labor Day</td> </tr> <tr> <td>November 16, 2007</td> <td>Last day to drop with a grade of "W"</td> </tr> <tr> <td>November 22-23, 2007</td> <td>Thanksgiving Holiday</td> </tr> </table>	September 3, 2007	Labor Day	November 16, 2007	Last day to drop with a grade of "W"	November 22-23, 2007	Thanksgiving Holiday
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Unit Competencies

The student will demonstrate competency in:

- Unit I. Using NCTC Resources
- Unit II. Publisher, Web Page Design
- Unit III. Online resume resources
- Unit IV. Word - Business Letterhead, Letter, Flyer
- Unit V. Word - Form Letters, Mail merge, Formatting
- Unit VI. Format Quote, Review for Exam
- Unit VII. Excel - Toolbars, Screen, Data entry
- Unit VIII. Excel
- Unit IX. Exam 1
- Unit X. Excel - Formatting cells, Formulas, Ration Worksheet
- Unit XI. Format workboks, Develop worksheets
- Unit XII. PowerPoint - Toolbars, Uses, Master slide, Graphics
- Unit XIII. Develop PowerPoint Presentation
- Unit XIV. PowerPoint Presentation, Outlook
- Unit XV. Software, Buyin a computer, Review
- Unit XVI. Final Exam

Workforce Education Program Elements (SCANS Skills)

The Secretary's Commission on Achieving Necessary Skills (SCANS) conducted extensive research and interviews and determined that "workplace know-how" consists of two elements: foundations skills and workplace competencies. Upon successful completion of the courses in this program, students will have demonstrated the following competencies:

(1) Foundation Skills

- (a) **Basic Skills:** A worker must (i) read, (ii) write, (iii) perform arithmetic and mathematical operations, (iv) listen, and (v) speak effectively.
- (b) **Thinking Skills:** A worker must (i) think creatively, (ii) make decisions, (iii) solve problems, (iv) visualize, (v) know how to learn, and (vi) reason effectively.
- (c) **Personal Qualities:** A worker must display (i) responsibility, (ii) self-esteem, (iii) sociability, (iv) self-management, (v) integrity, and (vi) honesty.

(2) Workplace Competencies

- (a) **Resources:** A worker must identify, organize, plan, and allocate resources effectively. This includes (i) time, (ii) money, (iii) material and facilities, and (iv) human resources.
- (b) **Interpersonal Skills:** A worker must work with others effectively to (i) participate as a member of a team, (ii) teach others new skills, (iii) serve clients/customers, (iv) exercise leadership, (v) negotiate, and (vi) work with diversity.
- (c) **Information:** A worker must be able to (i) acquire and use information, (ii) organize and maintain information, (iii) interpret and communicate information and (iv) use computers to process information.
- (d) **Systems:** A worker must understand complex interrelationships as in (i) understanding systems, (ii) monitor and correct performance, and (iii) improve and design systems.
- (e) **Technology:** A worker must be able to work with a variety of technologies, e.g. (i) select technology, (ii) apply technology, and (iii) maintain and troubleshoot equipment.