AGBUS 2 Course Outline as of Fall 2015

CATALOG INFORMATION

Dept and Nbr: AGBUS 2 Title: AG COMPUTER APPLICATIONS
Full Title: Agricultural Computer Applications
Last Reviewed: 2/10/2025

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	3.00	Lecture Scheduled	2.00	17.5	Lecture Scheduled	35.00
Minimum	3.00	Lab Scheduled	3.00	8	Lab Scheduled	52.50
		Contact DHR	0		Contact DHR	0
		Contact Total	5.00		Contact Total	87.50
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 70.00 Total Student Learning Hours: 157.50

Title 5 Category:	AA Degree Applicable
Grading:	Grade Only
Repeatability:	00 - Two Repeats if Grade was D, F, NC, or NP
Also Listed As:	
Formerly:	AG 2

Catalog Description:
Computer use in the workplace with emphasis on agribusiness situations. Use of software applications, presentation manager and Google applications in agribusiness. Also included in this course will be the use of online tools for marketing and sales in agribusiness.

Prerequisites/Corequisites:

Recommended Preparation:
Eligibility for ENGL 1A or equivalent and Course Completion of CS 101A OR CS 101B OR CS 5

Limits on Enrollment:

Schedule of Classes Information:
Description: Computer use in the workplace with emphasis on agribusiness situations. Use of software applications, presentation manager and Google applications in agribusiness. Also included in this course will be the use of online tools for marketing and sales in agribusiness. (Grade Only)
Prerequisites/Corequisites:

Recommended: Eligibility for ENGL 1A or equivalent and Course Completion of CS 101A OR CS 101B OR CS 5
Limits on Enrollment:
Transfer Credit: CSU;UC.
Repeatability: Two Repeats if Grade was D, F, NC, or NP

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	**Area**	Effective:	Inactive:
CSU GE:	**Transfer Area**	Effective:	Inactive:
IGETC:	**Transfer Area**	Effective:	Inactive:

CSU Transfer:	Transferable	Effective:	Fall 1981	Inactive:	
UC Transfer:	Transferable	Effective:	Fall 1999	Inactive:	

CID:
CID Descriptor: AG - AB 108 Agricultural Computer Applications
SRJC Equivalent Course(s): AGBU2

Certificate/Major Applicable:
Both Certificate and Major Applicable

COURSE CONTENT

Outcomes and Objectives:
Upon successful completion of this course, the student will be able to:
1. Develop documents, presentations, and other relevant computer-generated materials for agricultural applications using a variety of software applications, including word processing, databases, presentation managers, web browsers, and other specific software programs.
2. Produce spreadsheets for agriculture business applications.
3. Evaluate businesses and make appropriate computer hardware and software recommendations.
4. Apply skills for analyzing data using Excel.
5. Evaluate computer applications as a management tool for agricultural businesses and recommend courses of action to address specific needs or problem areas.
6. Develop Google documents, forms, and calendars.
7. Incorporate social media tools such as Facebook,Twitter, LinkedIn, and blogs in business strategies.
8. Use computer generated information to create specific agricultural projects and presentations.
9. Evaluate and select computer hardware appropriate to agricultural business applications.
10. Perform research and compile professional reports using appropriate formatting and citation style.

Topics and Scope:

I. Survey of Recent Computer Technologies in Agriculture
   A. Soil probes
   B. Precision farming implements
   C. LIvestock tracker

D. Irrigation technologies
E. Other examples

II. Microsoft Office and Other Applications in Agriculture
A. Letters and resumes
B. Reports and formatting tools
C. Flyers, brochure and newsletters
D. Contacts, mailing lists, and mail merge

III. Formatting Word Documents
A. Layout
B. Figures, tables
C. Document properties and security

IV. Spreadsheet Applications in Agriculture
A. Analyzing agricultural production
B. Business planning and analyses
C. Simple agricultural accounting applications
D. Other agricultural business and spreadsheet applications
E. Agricultural business modeling

V. Data Analysis and Presentation
A. Charts and graphs
B. Formatting

VI. Database Applications in Agriculture
A. Production and farm management applications
B. Mailing lists and form letters
C. Inventory management

VII. Online Agricultural Sales and Marketing
A. Web-based and agricultural applications
B. Evaluating web resources and digital references
C. Locating and evaluating online sources of agricultural information
E. Online sales and marketing tools
F. Agricultural telecommunications applications
G. Social Media

VIII. Presentation Management Applications for Agriculture
A. PowerPoint
B. Oral presentation skills

IX. Google Applicatian in Agribusiness
A. Documents, sheets, and forms
B. Calendar
C. Google maps

Assignment:

Assignments may include:
1. Agricultural research and 8-10 page report.
2. Weekly lab assignments, such as creating Word documents, building and editing Excel worksheets for agricultural applications, creating PowerPoint presentations.
3. Problem-solving assignments, such as developing formula strings for Excel applications.
4. Data analysis and presentation assignment using Excel.
5. Writing assignments: outline and rough draft of text for PowerPoint presentation.
6. Two unit exams: written and skills assessment.
7. Portfolio, including resume, cover letter, and letters of recommendation
8. Textbook reading,15-20 pages per week.
9. Final exam: written and final capstone presentation.

Methods of Evaluation/Basis of Grade:

Writing: Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Research paper; resume; cover letter; written preparation for PowerPoint presentation	Writing 20 - 25%

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Weekly lab assignments, presentations, problem solving assignments.	Problem solving 15 - 20%

Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

PowerPoint presentations, Excel application project, data analysis presentation, final capstone presentation	Skill Demonstrations 15 - 25%

Exams: All forms of formal testing, other than skill performance exams.

Unit tests and final exam; multiple choice, true/false, matching items, completion, short answer	Exams 30 - 40%

Other: Includes any assessment tools that do not logically fit into the above categories.

Portfolio	Other Category 5 - 5%

Representative Textbooks and Materials:
Microsoft Office 2013: In Practice, Nordell, Wood, Easton, and Graves. McGraw-Hill/Irwin; 2013.