

AGBU 2 Course Outline as of Fall 2025**CATALOG INFORMATION**

Dept and Nbr: AGBU 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: AGBUS 2

Catalog Description:

In this course, students will explore the uses of computers in the workplace with emphasis on agribusiness situations. In addition, students will develop business documents and tools using application software packages such as Microsoft Office, presentation software, Freeware applications (e.g. Google Suite). Also included in this course will be the use of spreadsheet and database applications for business data management and analysis.

Prerequisites/Corequisites:**Recommended Preparation:**

Eligibility for ENGL C1000 (ENGL 1A) or equivalent and Course Completion of CS 5

Limits on Enrollment:**Schedule of Classes Information:**

Description: In this course, students will explore the uses of computers in the workplace with emphasis on agribusiness situations. In addition, students will develop business documents and tools using application software packages such as Microsoft Office, presentation software, Freeware applications (e.g. Google Suite). Also included in this course will be the use of

spreadsheet and database applications for business data management and analysis. (Grade Only)

Prerequisites/Corequisites:

Recommended: Eligibility for ENGL C1000 (ENGL 1A) or equivalent and Course Completion of 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:
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CSU Transfer: Transferable	Effective:	Fall 1981	Inactive:
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UC Transfer: Transferable	Effective:	Fall 1999	Inactive:
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CID:

CID Descriptor: AG - AB 108 Agricultural Computer Applications

SRJC Equivalent Course(s): AGBU2

Certificate/Major Applicable:

Both Certificate and Major Applicable

COURSE CONTENT

Student Learning Outcomes:

At the conclusion of this course, the student should be able to:

1. Identify and discuss appropriate productivity software solutions for small agriculture businesses.
2. Create professional business documents (e.g. newsletters, reports, flyers, menus for Agriculture businesses.)
3. Develop customized spreadsheet applications to address specific problems in agribusiness.
4. Analyze and manage business data using spreadsheet and database Applications (e.g. Microsoft Excel and Microsoft Access).
5. Create, manage and share resources using online productivity software packages (e.g. Google Suite).

Objectives:

At the conclusion of this course, the student should be able to:

1. Develop documents, presentations, and other relevant computer-generated materials for agricultural businesses using a variety of software applications, currently used in the agribusiness industry.
2. Create customized spreadsheet applications to solve problems in agribusiness.
3. Analyze agribusiness data using spreadsheet functions and tools.
4. Organize, sort and present agribusiness data using spreadsheet charts and tables.
5. Create efficient and interactive databases for inventory management using Microsoft Access.
6. Use Freeware software applications such as Google Suite or Libre Office to develop documents, presentations, and calendar of events for agribusiness management.

7. Perform research and compile professional reports using appropriate formatting and citation style.
8. Evaluate businesses and make appropriate computer software recommendations.

Topics and Scope:

I. Business Documents

- A. Creating and editing business documents
- B. Formatting and customizing reports, newsletters and brochures
- C. Collaborating on documents using shared cloud-based drives such as Google Workspace, Box, and Slack
- D. Creating and managing business contacts, mailing lists, mailing labels and mail merge
- E. Evaluate and properly cite online resources in professional documents and reports

II. Spreadsheet Applications in Agriculture Business

- A. Uses of spreadsheet applications in agribusiness
- B. Creating and editing spreadsheets
- C. Basic spreadsheet formulas and functions
- D. Simple agricultural accounting applications
- E. Sales reports and summaries using functions and pivot tables
- F. Developing Customized invoice applications
- G. Accounting and inventory management using spreadsheet functions and tools
- H. Spreadsheet data visualization, charts and graphs
- I. Formatting and organizing business data

III. Database Applications in Agriculture

- A. Uses of database applications in agribusiness
- B. Creating and managing customer/business databases and tables
- C. Database forms and reports
- D. Customer and inventory management

IV. Online Productivity Software applications in Agribusiness Management

- A. Creating and sharing business documents using online productivity software
- B. Scheduling business meetings using online productivity software (e.g. Google Workspace)
- C. Event planning scheduling (e.g. Google Workspace)
- D. Calendar and event planning using different applications (e.g. Google calendar, Instant Contact, etc.)

V. Professional Presentation and Meeting skills

- A. Create and edit professional presentations
- B. Features of the top ten presentation software (e.g. PowerPoint, Prezi, and Apple Keynote)
- C. Tips for effective presentations

VI. Online and Social Media Tools in Agribusiness

- A. Current tools and platforms for online sales and marketing
- B. Basic Social media tools (e.g. LinkedIn, Facebook, Instagram, Snapchat, X)
- C. Web design, social media sites, search optimization and sales and customer retention
- D. Tips and strategies for effective use of online and social media tools/platforms

All topics are covered in both the lecture and lab portions of the course.

Assignment:

Lecture-Related Assignments:

1. Textbook reading 15-20 pages per week
2. Two performance exams: written and skills performance assessment

3. One agricultural research paper (3-5 pages)
4. Portfolio, including resume, cover letter, and letters of recommendation
5. Final exam or Capstone skills project and presentation

Lecture- and Lab-Related Assignments:

1. Problem-solving assignments, such as developing a spreadsheet application to solve business problems
2. Data analysis and presentation using a spreadsheet
3. Writing assignments: Formatting a 3-5 page report with appropriate citations, cover page, table of contents and bibliography. Final project proposal (1-2 pages)

Lab-Related Assignments:

1. Weekly lab assignments, such as creating and editing documents, and creating spreadsheet and database applications and PowerPoint presentations for agribusinesses

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 and final project proposal	Writing 5 - 10%
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Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Weekly lab assignments, spreadsheet business applications, excel data analysis & presentation	Problem solving 20 - 30%
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Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Performance Exams	Skill Demonstrations 15 - 20%
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Exams: All forms of formal testing, other than skill performance exams.

Final project or Exam	Exams 30 - 40%
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Other: Includes any assessment tools that do not logically fit into the above categories.

Class participation	Other Category 0 - 10%
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Representative Textbooks and Materials:

Microsoft Office 365: In Practice, 2021 Edition: Nordell, Stewart, Wood, Easton, Graves & Mayhall.

Instructor prepared materials.

