# AGBUS 2 Course Outline as of Fall 2009

# CATALOG INFORMATION

Dept and Nbr: AGBUS 2          Title: AG COMPUTER APPLICATIONS
Full Title: Agricultural Computer Applications
Last Reviewed: 9/24/2018

| 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 | 17 | 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. Computer applications including word processing, spreadsheets, databases, and presentation managers will be covered. Also included will be accessing information through the Internet and World Wide Web, telecommunications, an introduction to web page design and other software appropriate to agribusiness.

## Prerequisites/Corequisites:

## Recommended Preparation:
Eligibility for ENGL 100 or ESL 100

## Limits on Enrollment:

## Schedule of Classes Information:
Description: Computer use in the workplace with emphasis on agribusiness situations. Computer applications including word processing, spreadsheets, databases, and presentation managers will be covered.  Also included will be accessing information through the Internet and World Wide Web, telecommunications, an introduction to web page design and other software appropriate to

agribusiness. (Grade Only)
Prerequisites/Corequisites:
Recommended: Eligibility for ENGL 100 or ESL 100
Limits on Enrollment:
Transfer Credit: CSU;UC.
Repeatability: Two Repeats if Grade was D, F, NC, or NP

## ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

| | | Effective: | Inactive: |
|---|---|---|---|
| **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.  Operate computer operating systems.
4.  Utilize telecommunications to access agricultural networks and other networks useful to agricultural applications.
5.  Evaluate computer applications as a management tool for agricultural businesses and recommend courses of action to address specific needs or problem areas.
6.  Identify and solve problems using computers.
7.  Synthesize computer generated information to create specific agricultural projects/presentations.
8.  Evaluate and select computer hardware appropriate to agricultural business applications.
9. Perform research specific to the discipline and use appropriate citation style.

**Topics and Scope:**

1. Introduction to the Computer
   a. Orientation to equipment and set-up
   b. Terminology
   c. Operating system use and file utilities
   d. Loading and operating a program
2. Word-processing Applications in Agriculture
   a. Letters
   b. Reports
   c. Phone/mailing lists
3. 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
4. Database Applications in Agriculture
   a. Production and farm management applications
   b. Mailing lists and form letters
5. The Internet, World Wide Web and Agricultural Telecommunications
   a. Internet and World Wide Web agricultural applications
   b. Electronic mail applications to agriculture
   c. Locating and evaluating agricultural information on the Internet
      and World Wide Web
   d. Introduction to web page design
   e. Other agricultural telecommunications applications
   f. Other discipline-specific research tools, including seminal books,
      important periodicals, major indexing sources, professional or
      trade organizations, and standard reference tools
6. Presentation Management Applications for Agriculture
7. Other Software Applications in Agriculture
   a. Evaluating applications as management tools
   b. Recommending applications to address specific needs/problems
8. Evaluate Computer Systems
   a. Survey current computer technology and trends
   b. Survey agricultural software

**Assignment:**

Assignments may include:
1. Agriculture information research assignment, utilizing the Internet and World Wide Web.
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. Writing assignments: outline and rough draft of text for PowerPoint presentation.
5. Final exam: preparation of PowerPoint presentation and oral presentation. Graded for class performance (skill demonstration), written, and problem solving components.
6. Texbook reading, 15-20 pages per week.

7. Two (2) unit tests; 1 final exam.

## 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.

| Written homework, Text for PowerPoint presentation. | Writing<br>20 - 25% |
| --- | --- |

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

| Homework problems | Problem solving<br>15 - 20% |
| --- | --- |

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

| Performance exams | Skill Demonstrations<br>15 - 25% |
| --- | --- |

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

| Multiple choice, True/false, Matching items, Completion | Exams<br>30 - 40% |
| --- | --- |

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

| None | Other Category<br>0 - 0% |
| --- | --- |

## Representative Textbooks and Materials:
MICROSOFT OFFICE XP Illustrated Series. Beskeen, Duffy, Fredericksen, and Redding. Thomson Publishing Co., 2008.