AGBUS 2 Course Outline as of Fall 2024

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	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 including Microsoft office, presentation manager, Google applications to develop documents and tools for agribusinesses. Also included in this course will be the strategies and techniques for using current online sales and marketing tools in agribusiness.

Prerequisites/Corequisites:

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

Limits on Enrollment:

Schedule of Classes Information:
Description: Computer use in the workplace with emphasis on agribusiness situations. Use of software applications including Microsoft office, presentation manager, Google applications to develop documents and tools for agribusinesses. Also included in this course will be the strategies and techniques for using current online sales and marketing tools in agribusiness. (Grade Only)

Prerequisites/Corequisites:
Recommended: Eligibility for 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:

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): AGBUS2

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. Create professional business documents (e.g. newsletters, reports, flyers, menus for agriculture businesses.
2. Develop customized excel applications for addressing problems in agribusiness.
3. Analyze and present data using Excel.
4. Create, manage and share resources using Google Applications.
5. Create and execute professional business presentations.

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, including Microsoft office, presentation manager, Google applications, Filemaker Pro, Adobe Suite, Weebly, and other relevant software applications currently used in the agribusiness industry.
2. Create customized excel applications to solve problems in agribusiness.
3. Analyze agribusiness data using excel functions and tools.
4. Organize, sort and present agribusiness data using excel charts and tables.
5. Create efficient and interactive databases for inventory management using Microsoft Access.
6. Use Google applications (Google documents, sheets, presentations and calendar) for agribusiness management.
7. Use at least one current software for holding virtual meetings.
8. Incorporate social media tools such as Facebook, Twitter, LinkedIn, and blogs in business strategies.

9. Perform research and compile professional reports using appropriate formatting and citation style.
10. Evaluate businesses and make appropriate computer hardware and software recommendations.

Topics and Scope:

I. Business Documents
   A. Creating and editing business documents
   B. Formatting and customizing reports, newsletters and brochures
   C. Collaborate on documents and presentations using shared drives and Google drive
   D. Creating and managing business contacts, mailing lists, mailing labels and mail merge
   E. Evaluate and properly cite online resources
II. Spreadsheet Applications in Agriculture
   A. Creating and editing spreadsheets
   B. Basic Excel formulas and functions
   C. Simple agricultural accounting applications
   D. Sales reports and summaries using functions and pivot tables
   E. Customized excel invoices
   F. Accounting and inventory management using excel
   G. Excel charts, graphs and business reports
   H. Formatting and organizing business data
III. Database Applications in Agriculture
   A. Create and manage customer databases and tables
   B. Database reports
   C. Customer and inventory management
IV. Google Applications in Agribusiness Management
   A. Create and share Google documents and presentations
   B. Google+ and business meetings
   C. Google forms and event planning
   D. Google calendar and event planning
V. Agribusiness Presentations and Meetings
   A. Create and edit professional presentations
   B. Features of the top ten presentations software (e.g. PowerPoint, Haiku, Deck, Canvas, Apple Keynote, Slidebean)
   C. Web Conferencing meeting software (e.g. Skype, Zoom, GoToMeeting)
   D. 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. Facebook, Instagram, Snapchat, twitter)
   C. Web design, social media sites, search optimization and sales
   E. Tips and strategies for effective use of online and social media tools/platforms
VII. Presentation Management Applications for Agriculture
   A. PowerPoint
   B. Oral presentation skills

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

Assignment:

Assignments may include:

Lecture-Related Assignments:
1. Final exam: Capstone skills project and presentation
2. Textbook reading 15-20 pages per week
3. Two exams: written and skills assessment
4. Two agricultural research papers (3-5 pages)
5. Portfolio, including resume, cover letter, and letters of recommendation

Lecture- and Lab-Related Assignments:
1. Problem-solving assignments, such as developing Excel applications to solve business problems
2. Data analysis and presentation assignment using Excel
3. Writing assignments: Formatting a 3-5 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 excel 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; 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.

Exams 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 2016: In Practice. Nordell, Randy. McGraw-Hill. 2017