



AEC 302.01W: COMPUTER APPLICATIONS IN AGRICULTURE

COURSE SYLLABUS

Fall 2022

INSTRUCTOR INFORMATION

Instructor: Ms. Sona Hayrapetyan

Office Hours: Mondays through Fridays, via email

Email Address: Sona.Hayrapetyan@tamuc.edu (please, use only this email address and put "AEC 302" in the subject of the email)

Preferred Form of Communication: Email

Communication Response Time: Within 24 hours Monday through Friday

COURSE INFORMATION

Class Meeting: Web-based

Readings

Required: PowerPoint Presentations: These will be provided on D2L.

Recommended/Optional Textbook: *Microsoft Office 2010 – Illustrated Introductory* by Beskeen, Cram, Duffy, Friedrichesen, and Reding. Cengage learning, 2010 (ISBN-10: 0538749113).

Course Description

This course is designed as introductory course to computer applications with specific emphasis on applications used in agricultural businesses. Content includes spreadsheet management, word processing, and presentation applications.

Lecture Topics

Word Units

Creating Documents with Word 2010: Unit A

Editing Documents: Unit B

Formatting Text and Paragraphs: Unit C

Formatting Documents: Unit D

The syllabus/schedule are subject to change.

Excel Units

Getting Started with Excel 2010: Unit A

Formatting a Worksheet: Unit B

Working with Formulas and Functions: Unit C

Working with Charts: Unit D

PowerPoint Units

Creating a Presentation in PowerPoint 2010: Unit A

Modifying a Presentation: Unit B

Inserting Objects into a Presentation: Unit C

Finishing a Presentation: Unit D

Student Learning Outcomes

After studying all materials and resources presented in this course, students will be able to:

1. Know the terminology and proficiency necessary for Microsoft Word, Excel, and PowerPoint use.
2. Develop a thorough foundation of appropriate software commands.
3. Investigate elements of design and construction and improve the efficiency in electronic spreadsheet, word processor, and presentation software applications.
4. Use computer and the above-mentioned software in practical applications.

COURSE REQUIREMENTS

Minimal Technical Skills Needed

Students are expected to know how to use the learning management system (D2L will be used heavily in this class). Also, students must have an access to Microsoft Office 2010.

Student Responsibilities or Tips for Success in the Course

1. Read the assigned readings.
2. Complete and turn in course assignments and exams at the scheduled time.
3. Use the web to actively seek out other resources and computer applications in agriculture sources that fit your learning style and help you better understand the material.
4. Be prepared for exams.

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GRADING

Your grade for the semester will be a weighted average of homework assignments, three equally weighted exams, and a comprehensive final exam.

Homework assignments	10%
Exam 1: MS Word	20%
Exam 2: MS Excel	20%
Exam 3: MS PowerPoint	20%
Final Exam	30%
TOTAL	100%

Final grades in this course will be based on the following scale:

A = 90%-100%

B = 80%-89.99%

C = 70%-79.99%

D = 60%-69.99%

F = 59.99% or below

Assessments

HOMEWORK ASSIGNMENTS (HAs): Homework assignments are assigned regularly (see the course outline at the end of the syllabus) and must be completed individually. As a form of experiential learning, HAs help students sharpen their analytical skills. Students must turn in their HAs via D2L according to the course outline. HAs must be submitted in Microsoft Word format or pdf format, however, feedback may not be provided for HAs submitted in pdf, although they will be graded. Outside of these formats, no other formats are accepted (for example "pages" format is not accepted). HAs must be submitted by 11:30 p.m. (Central Time) on the due date. No late HAs will be accepted and a grade of zero will be assessed for missed HAs.

EXAMS: Exams will be administered through D2L (see the course outline at the end of the syllabus for specific exam dates). Exams have to be completed by 11:30 p.m. (Central Time) on the due date. Exams will be timed and you will have 1 hour and 30 minutes to complete the exam. Make sure you have internet access ahead of time and that your laptop battery is fully charged. No make-up exams will be given. If an exam is missed a grade of zero will be assessed for it. Exams have to be completed individually using your own student account and there should be no collaboration or sharing of work with your classmates on the exams. Final exam is **comprehensive** and you will have 2 hours to complete it.

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TECHNOLOGY REQUIREMENTS

LMS

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm

YouSeeU Virtual Classroom Requirements:

<https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements>

ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu.

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

COMMUNICATION AND SUPPORT

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here:

<https://community.brightspace.com/support/s/contactsupport>

Interaction with Instructor Statement

The instructor's communication response time is stated clearly on page 1.

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COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

No late assignments will be accepted and a grade of zero will be assessed for them.

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

University Specific Procedures

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](#).

<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum:

<https://www.britannica.com/topic/netiquette>

TAMUC Attendance

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedure 13.99.99.R0.01](#).

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

Academic Integrity

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

[Graduate Student Academic Dishonesty 13.99.99.R0.10](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf>

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Students with Disabilities-- ADA Statement

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

Texas A&M University-Commerce

Gee Library- Room 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: studentdisabilityservices@tamuc.edu

Website: [Office of Student Disability Resources and Services](#)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

Nondiscrimination Notice

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

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A&M-Commerce Supports Students' Mental Health

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit www.tamuc.edu/counsel

COURSE OUTLINE

AEC 302.01W: Computer Applications in Agriculture

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WEB-BASED

Weeks	Topic/All assignments are due on specific dates listed below by 11:30 p.m via D2L. For example, homework assignment 1 is due September 4 by 11:30 p.m., or homework assignment 2 is due September 11 by 11:30 p.m., or EXAM 1 is due October 2 by 11:30 p.m.
Week 1 Aug 29 – Sep 4	Syllabus & D2L Tutorial, Creating Documents with Word 2010: Unit A, Homework Assignment (HA) 1
Week 2 Sep 5 – Sep 11	Editing Documents: Unit B, HA 2
Week 3 Sep 12 – Sep 18	Formatting Text and Paragraphs: Unit C, HA 3
Week 4 Sep 19 – Sep 25	Formatting Documents: Unit D, HA 4
Week 5 Sep 26 – Oct 2	EXAM 1. Microsoft Word: Units A, B, C, and D
Week 6 Oct 3 – Oct 9	Getting Started with Excel 2010: Unit A, HA 5
Week 7 Oct 10 – Oct 16	Formatting a Worksheet: Unit B, HA 6
Week 8 Oct 17 – Oct 23	Working with Formulas and Functions: Unit C, HA 7
Week 9 Oct 24 – Oct 30	Working with Charts: Unit D, HA 8
Week 10 Oct 31 – Nov 6	EXAM 2. Microsoft Excel: Units A, B, C, and D
Week 11 Nov 7 – Nov 13	Creating a Presentation in PowerPoint 2010: Unit A, HA 9
Week 12 Nov 14 – Nov 20	Modifying a Presentation: Unit B, HA 10
Week 13 Nov 21 – Nov 27	Thanksgiving: no class
Week 14 Nov 28 – Dec 4	Inserting Objects into a Presentation: Unit C, HA 11

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Week 15 Dec 5 – Dec 11	Finishing a Presentation: Unit D, HA 12
Week 16 Dec 12 – Dec 15	EXAM 3. Microsoft PowerPoint: Units A, B, C, and D FINAL EXAM. Microsoft Word, Excel, and PowerPoint: ALL UNITS

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