

AGME 2903
AGHE APPLICATIONS IN MICROCOMPUTERS
FALL SEMESTER 2009

On-line Course Materials: <http://www.uark.edu/depts/aeedhp/courses/agme2903>

Course materials and assignments may be accessed from the course Web site at any time.

Course Sections

Section 1

Tuesday & Thursday (8:30-10:20)
AFLS B108

Section 2

Monday & Wednesday (8:30-10:20)
AFLS B108

Section 3

Monday & Wednesday (1:30-3:20)
AFLS B108

Instructor

Casandra Cox, Instructor
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E-mail: ccrumle@uark.edu

Office Hours

Tuesday and Thursday: 1:30 p.m.- 4 p.m.
Friday: 8:30 a.m. -2 p.m.
You are welcome to stop by my office for help at any time.
However to ensure a meeting time, please call or e-mail to schedule an appointment.

Catalog Description

Lecture and laboratory assignments covering the contemporary use of microcomputers in agricultural research, production and human environmental sciences. Major emphasis placed on learning to use selected, appropriate software packages. Lecture 2 hours per week, laboratory two hours per week.

Required Materials

One USB drive brought to each class; you will not be allowed to take exams without your USB. Your USB must not contain any AGME 2903 files from previous classes.
Active XpressMail or Web Mail account.

Course Objectives

Upon successful completion of this course, you should be able to ...

1. Identify and describe computer hardware and software items.
2. Define basic computer-related terms.
3. Perform standard disk and file management tasks including formatting disks; making folders; saving, renaming, copying and combining files; etc.
4. Send and receive electronic mail with and without attached files.
5. Locate and download information (text, graphics, and shareware) from the Internet.
6. Utilize Web resources, and understand safe Internet practices.
7. Describe the major features, capabilities and uses of a standard word processing software package.
8. Create and edit text documents using a word processing package.
9. Integrate graphics and text in a document.
10. Describe the major features, capabilities and uses of a standard spreadsheet software package.
11. Develop problem-solving spreadsheets that include formulas, values and text; nested formulas; relative and absolute cell addresses; graphics, selected special functions, buttons, and macros.
12. Describe the major features, capabilities and uses of a standard presentation graphics package.
13. Develop a computer graphics presentation that includes text, clip art, photographs, and data charts.
14. Describe the major features, capabilities and uses of a database software package.
15. Use database software to create and manipulate databases.
16. Use a computer-assisted drafting (CAD) program to make scaled drawings.
17. Perform multitasking operations that allow data sharing between application programs.
18. Conceptualize and complete a comprehensive computer project involving word processing, spreadsheet, and presentation graphics applications.

Course Procedures

Most classes will begin with a short (15-30 minute) lecture/demonstration. These sessions introduce new concepts, software and/or procedures; taking notes during these sessions will be essential to your success in this course. In addition to the lecture/demonstration sessions, the course will consist of a series of computer projects described on the course homepage.

Grades

Grades will be determined by performance on assignments, exams, and the Comprehensive Project with these totaling 1000 total points in the course. The class schedule details specific point values. The following percentages will be used in determining final grades:

Letter Grade	Points
A	930-1000 points
A-	900-929 points
B+	880-899 points
B	830-879 points
B-	800-829 points
C+	780-799 points
C	730-779 points
C-	700-729 points
D+	680-699 points
D	630-679 points
D-	600-629 points
F	< 600 points

Assignments

The assignment schedule listed is a minimum schedule. You should look over assignments prior to class and try to work ahead whenever possible. You may need to spend some “on your own” time in the computer lab to stay on schedule. Select a computer station and plan to work at that station throughout the semester.

Assignments are to be completed following the daily schedule in the course calendar. Assignments will be submitted as a hardcopy, as e-mail attachments or both, and are due by 5:00 p.m. on the scheduled day. The assignments should be identified in the subject line of your e-mail, and your name should be on all submitted assignments including those sent as attachments.

Any assignment submitted on schedule, may be re-done (once) and resubmitted with the original graded assignment by 5:00 p.m. on the day of the next class meeting, with only the highest grade counting toward the final course average. No re-grades will be given on assignments not meeting the criteria detailed above.

Assignments are graded and returned at the beginning of class and usually during the next scheduled class meeting. If you are not present, on time or do not receive your graded assignment it is your responsibility to ask the instructor for your materials. Failure to obtain your graded assignment will not result in re-grade submission extensions; excused absences are the only exceptions. Re-grade submissions for assignments completed the class before an exam are always due on the class day immediately following the exam.

Late assignments will NOT be accepted without prior arrangement with your instructor and only in the case of excused absences.

For an absence to be excused the absence must occur due to:

- 1) illness of the student, serious illness or death of a member of the student’s immediate family or other family crisis, University-sponsored activities for which the student’s attendance is required by virtue of scholarship or leadership/participation responsibilities, religious observances, jury duty or subpoena for court appearance, and military duty (see UA Catalog of Studies, pg 37), and
- 2) is communicated to the instructor via e-mail or phone.

Exams

Four exams are given throughout the semester. Typically, each covers 1-2 of the software applications you have learned. Each exam will consist of a closed book/note section and an open book practicum. The closed book portion and practicum are worth 20 points and 80 points, respectively. A student will not be allowed to make up exams unless he/ she meets the excused absence policy stated above. One day will be set aside at the end of the semester for all make-up exams, and students are responsible for finalizing arrangements for make-up exams.

Comprehensive Project

An original comprehensive project involving spreadsheet, word processing, and presentation graphics, completed by each student, is due in the place of a final examination. A complete description of the project requirements is provided on the Web site and will be discussed in-depth later in the semester. Opportunities for you to work on the project in-class are provided as well. Failure to turn in project per requirements will result in a zero on the project.

Attendance

As adults, it is your responsibility to attend class. Attendance is not recorded, but is beneficial. You are expected to use notes taken during class demonstrations to assist you with assignments and may be used on the open book portions of exams. Anyone arriving after the instructor has started the lecture/ demonstration, without a legitimate excuse, will not receive one-on-one assistance during or outside of class over materials missed. Students are responsible for following the proper procedure for excused absences and is responsible for ensuring that all allowed make-up work is completed.

Any student who feels another student is monopolizing his/her time due to absence or tardiness should send a confidential e-mail to the instructor. The instructor will then handle the situation accordingly.

H1N1 (Swine Flu) Absences:

As you know, an H1N1 (swine flu) outbreak is possible this semester. If you feel ill with flu-like symptoms, please do not come to class – instead please see a medical doctor immediately. If you do have H1N1 flu, please do not come to class until you are no longer contagious. (Your doctor will provide information on this.) Contact me (via e-mail, please!!!) and we will make special arrangements so that you can stay up-to-date in this course while you recover. In the unlikely event that the H1N1 virus causes campus-wide class cancellation, I will e-mail each of you at your university e-mail account with specific details on how we will handle the class.

Equipment Use

The equipment in the computer lab is provided for legitimate student use. Abuse of the equipment may result in your being dropped from the course. Also, please be aware that student computer use may be monitored. **No food or drinks are allowed in lab.**

Academic Honesty

During lab periods you are free to interact with and provide assistance to other students. This is encouraged as both you and the one(s) you are working with are likely to learn more in this fashion. However, take the time to ensure you understand what your neighbor is sharing because you will have to complete tasks later on your own. During exams, no discussion or interaction with classmates is allowed. All daily work and the comprehensive project must be original and created during the current semester. In all cases, the official University of Arkansas policy on academic honesty (as stated in the most recent Catalog of Studies) will be followed.

Educational Access

All services, programs, and activities at the University are accessible to students. If you require accommodations in order to succeed in this course, please inform me during the first week of class, so any special arrangements can be made. To receive reasonable accommodations, you must be registered with the Center for Educational Access.

Inclement Weather Policy

In the case of inclement weather, if the University is open you should try to attend class. However, you should not risk your own safety. Call 575-7000 to obtain UA closing information and 575-2035 to confirm class has not been cancelled by the instructor.