

McLennan
C O M M U N I T Y
COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

COMPUTERS IN AGRICULTURE

AGRI-1309-87

LAURA WICHMAN

NOTE: This is a 16-week course.

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

Course Description:

Survey of the use of computers in agricultural applications.

Prerequisites and/or Corequisites:

None

Course Notes and Instructor Recommendations:

Some computer literacy and knowledge of Brightspace is required to be successful in this course.

Instructor Information:

Instructor Name: Laura Wichman

MCC E-mail: lwichman@mclennan.edu

Office Phone Number: 254.299.8476

Office Location: RE 119

Online Office: <https://mclennan.zoom.us/j/2547094282>

Other Instruction Information: Due to the COVID-19 guidelines, I am not on campus everyday.

Please set up a time to meet with me either in person or via Zoom to discuss any course questions or issues you may have.

Required Text & Materials:

Title: SAM 365 & 2016 Assessments, Trainings, & Projects (w/MindTap Access)

Author: SAM

Edition: NA

Publisher: Cengage Learning

ISBN: 9781337113922

MCC Bookstore Website: <http://www.mclennan.edu/bookstore/>

Methods of Teaching and Learning:

- This is an online course and will require a lot of self-discipline from students! You are expected to log into Brightspace each day to check the course, and to check your student email everyday as well. Since we do not have formal meetings, I will act more as a facilitator for learning than a traditional instructor. You will be expected to read the required chapters and complete the required assignments on time. I am here to make sure you understand and are learning the objectives set in this course. Students are expected to be self-disciplined, use time management skills effectively, and to be accountable for their actions in this course.
- We will have discussion boards relevant to the topics being discussed in assignments, chapter quizzes, SAM tutorials/assignments, 3 exams from the SAM software, and a semester project that will count as your final in the course.

Upon successful completion of this course, the student should be able to:

1. Describe the impact of computers in agriculture.
2. Evaluate computer resource options that are available for application in specific agricultural endeavors.
3. Describe and define basic computer concepts and terminology.
4. Compare systems and applications software, and identify specific programs and programming languages in popular use for agriculture.
5. Use Windows to manipulate files, track documents, access and organize data, and customize personal computer usage.
6. Demonstrate the ability to create documents useful for agricultural business.
7. Use Microsoft Word to efficiently create documents including an agricultural business plan, business correspondence, livestock auction flyers and similar agricultural usages.
8. Build and use Excel spreadsheets for agricultural purposes in record keeping, decision-making, evaluating options, and performing calculations.
9. Examine and use the internet as a source of agricultural information.
10. Utilize a cost effective business analysis for investing in computer resources for an agricultural business.

Course Outline or Schedule:

The following is a schedule which is subject to change. You will be notified about changes with posts to the Brightspace Announcement page and an email to your student MCC email account.

Week	Brightspace	SAM – MyIT Lab	Due Date
Week 1	<ul style="list-style-type: none"> o Complete all items in Week 1 Folder o Introduction Discussion 	<ul style="list-style-type: none"> o Purchase Books & SAM Access Code 	August 28 th at 11:59pm
Week 2	<ul style="list-style-type: none"> o Week 2 Folder o Discussion 1 	<ul style="list-style-type: none"> o SAM – Windows 10 	September 4 th at 11:59pm
Week 3	<ul style="list-style-type: none"> o Week 3 Folder o Email Assignment o Discussion 2 (Due end of Week 4) 	<ul style="list-style-type: none"> o SAM—OS exam 	September 11 th at 11:59pm
Week 4	<ul style="list-style-type: none"> o Week 4 Folder o Discussions > Discussion 2 (Due end of Week 4) 	<ul style="list-style-type: none"> o SAM > Chapter 10: Word 	September 18 th at 11:59pm
Week 5	<ul style="list-style-type: none"> o Discussion 3—(Due end of Week 6) 	<ul style="list-style-type: none"> o SAM > Chapter 11: Word o SAM > Chapter 12: Word 	September 25 th at 11:59pm
Week 6	<ul style="list-style-type: none"> o Discussion 3—(Due end of Week 6) 	<ul style="list-style-type: none"> o SAM > Word Exam 	October 2 nd at 11:59pm
Week 7	<ul style="list-style-type: none"> o Week 7 Folder 	<ul style="list-style-type: none"> o SAM > Chapter 20: PowerPoint o SAM > Chapter 21: PowerPoint 	October 9 th at 11:59pm
Week 8	<ul style="list-style-type: none"> o Week 8 Folder o Discussion 4—(Due end of Week 10) 	<ul style="list-style-type: none"> o SAM > Chapter 13: Excel 	October 16 th at 11:59pm

COMPUTERS IN AGRICULTURE

AGRI-1309-87

Week 9	<ul style="list-style-type: none"> o Week 9 Folder o Discussion 4—(Due end of Week 10) 	o SAM > Chapter 14: Excel	October 23 rd at 11:59pm
Week 10	<ul style="list-style-type: none"> o Discussion 4—(Due end of Week 10) 	o SAM > Chapter 16: Excel	October 30 th at 11:59pm
Week 11	<ul style="list-style-type: none"> o Week 11 Folder 	o SAM > Exam – Excel 2016	November 6 th at 11:59pm
Week 12	<ul style="list-style-type: none"> o Discussion 5—(Due end of Week 13) o Course Project: Stage 1 	o SAM > Chapter 17: Access	November 13 th at 11:59pm
Week 13	<ul style="list-style-type: none"> o Discussion 5—(Due end of Week 13) o Course Project: Stage 2 	o SAM > Chapter 18: Access	November 20 th at 11:59pm
Week 14	<ul style="list-style-type: none"> o Course Project: Stage 3 (Due end of Week 15) 	o SAM > Exam – Access 2016	November 27 th at 11:59pm
Week 15	<ul style="list-style-type: none"> o Course Project: Stage 3 	Complete missing work for point deduction per course syllabus.	December 4 th at 11:59pm
Week 16	** Final Exam is due by December 6th at 11:59pm**		December 6 th at 11:59pm

- *Discussion Boards (10% of the course grade)*: These discussions will give you a chance to gain insight from others within the class and will count towards your course participation grade.
- *Chapter Quizzes & Assignments (35% of the course grade)*: Quizzes will be given for chapters and give you a chance to apply the objectives learned prior to the unit exam. The assignments give students an opportunity to review objectives read in the chapter/PowerPoint.
- *Unit Exams (20% of the course grade)*: Exams assess the student's ability to recall and apply the objectives covered in the chapter/PowerPoints.
- *Course Project (20% of the course grade)*: Assess the student's ability to apply the objectives covered in the course of the semester.
- *Final Exam (15% of the course grade)*: Assess the student's ability to recall the objectives covered in the course of the semester.

Discussion Boards	10%
Chapter Quizzes & Assignments	35%
SAM Exams (4 exams)	20%
Course Project	20%
Final Exam	15%
Final Grade	100%

- o F = below 63
- o D = 63 to 69.9
- o C = 70 to 79.9
- o B = 80 to 89.9
- o A = 90 and up

Plagiarism

Plagiarism is defined as “an act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own, as by not crediting the original author.” Plagiarism includes, but is not limited to, copying someone else's work that they created and/or copying and pasting directly from a website or book without proper citation. If you are believed to be or found plagiarizing, you will be given one written warning on the first offense. I reserve the right to regrade any work that has been submitted up to the point of alleged plagiarism, and this regrade will result in a failing grade. You will be allowed to resubmit any work I find on the first instance of plagiarism, but will not receive a grade higher than a 50 on the assignments. If you are found to be plagiarizing a second time, you will automatically be given an ‘F’ in the course, without the option to drop the course for the grade of a ‘W’. For more information on plagiarism, I recommend visiting:

<http://www.plagiarism.org/plagiarism-101/what-is-plagiarism/>

Late Work, Attendance, and Make Up Work Policies:Communication:

It is my goal to ensure that you understand and learn the material covered in this course. However, I can only help if you keep me informed of any issue or problems that you have in the course, instructions, or assignments. I have an open door policy, so if you have any problems or need assistance, please feel free to come by my office (ADM 404) or to contact me via email or phone.

When you email the instructor put your name and AGRI 1309 in the subject line. **Please use your MCC student account to send email because other email accounts do not always make it through the spam filter.** You will also need to check your student email for messages from the instructor. I will typically respond to your message within 24 hours of sending (with the exception of weekends and holidays). If for some reason you do not think your email is making it to me, please contact me immediately at 254.299.8476, if I do not answer leave a message with your name, phone number, and issue; I will contact you as soon as possible.

Attendance Policy:

Attendance will be based on student participation; you submitting your assignments on time and participating in the discussion boards. **If you have not participated in the course via discussion board or assignments by the census date (12th class day), have not logged into the course via Brightspace personally contacted the instructor prior to this date, you will be dropped from the course.** In the case of a medical absence, a doctor's excuse is required.

Just as in face-to-face courses, you are allowed to 25% absences in this course. This means that you can miss 7 total assignments (quizzes or assignments) for this course and I am able to drop you from the course. If there is a personal/medical reason you are missing assignments, please contact me by phone/email/office visit as soon as possible.

After the census date you will receive the grade earned. If you choose to stop participating in the course, your final grade will reflect this choice. Students may drop the course on their own for a

grade of a W. **It is the student's responsibility to contact the instructor if he/she wants to drop the course for any reason after the student initiated drop day.** If you want to drop the course, you will need to email the instructor stating that you would like to drop the class, and why you want to drop the class (the why is required for drop processing with MCC). In the email please include your full name and student ID number. *Students may drop the course without instructor assistance, but this will require a trip to the MCC campus.* If you do not contact the instructor to drop you from the course, or you do not personally process the drop request on campus you will **NOT** be dropped from the course, and your final grade will reflect the lack of participation.

Late Work/Make Up Work Policy:

Assignment due dates can be found on your schedule, within this syllabus, and within each assignment on Brightspace. **All work is due on or before the assigned date!** If you miss the assigned due date, there will be a 10 percent penalty the first week it is late, and all assignments over 1 week late will automatically receive a 5 percent penalty for the first 2 weeks late, all assignments over 2 weeks late will receive a grade of a zero (0). We will be submitting chapter assignments via the testing feature in Brightspace. With this feature Brightspace does allow you to submit assignments after the designated due date/time, but marks it as a late submission for my information. Students will NOT be allowed to make up exams unless there is a documented reason (family death/medical reason) as to why the exam was missed. If there is something that you believe may hinder the completion of an assignment or exam on time, it is the student's responsibility to contact the instructor to inform her.

Student Behavioral Expectations or Conduct Policy:

Computer Problems

All chapter assignments are required to be submitted via the test submission feature that is built into each chapter within Brightspace. If you are unfamiliar with how to submit the chapter assignments using this feature, please contact me immediately. Due to the vast amount of computers we have available on campus as well as the availability of computers in several community areas, I do not allow late work due to personal computer issues. It is your responsibility to ensure that work is completed on time and from a reliable source. If technology fails on campus (such as Brightspace going down for ALL users) adjustments will be made.

Other Resources: lists of resources available to use include:

- **MCC Library**—Located in the Learning Technology Center (LTC) on the 3rd floor.
 - Check the Library website for their hours, but there is usually an employee there to assist students with homework and computer issues.
- **The MCC Web Site**—www.mclennan.edu
 - The MCC website contains links to student services, activities, information faculty, class schedules and MCC catalog, etc. These can be found under student link on the main page or by clicking on the MCC seal.
- **MCC's Student Services** offer a range of student support to include tutors and special aides as required by the students. Their phone number is 254-299-8431.

- **MCC's Success Coaches** offer support and counseling to all MCC students. If you or someone you know is in need of their services contact them at 254.299.8226
- **MCC's Network Services** offers 24 hours support of Brightspace. Their number is 299-8077.

[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)

(<https://www.mclennan.edu/highlander-guide/policies.html>)

Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.



ACADEMIC RESOURCES/POLICIES

Accommodations/ADA Statement:

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit www.mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu

254-299-8122

Room 319, Student Services Center

Title IX:

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling Dr. Drew Canham (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>.

Go to McLennan's Title IX webpage at www.mclennan.edu/titleix/. It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Students may visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a Success Coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund:

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found at https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf.

MCC Academic Integrity Statement:

Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

Email Policy:

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to www.mclennan.edu/student-email.

Instructional Uses of Email:

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](https://support.microsoft.com/en-us/office/set-up-an-outlook-account-in-the-ios-mail-app-b2de2161-cc1d-49ef-9ef9-81acd1c8e234?ui=en-us&rs=en-us&ad=us) (<https://support.microsoft.com/en-us/office/set-up-an-outlook-account-in-the-ios-mail-app-b2de2161-cc1d-49ef-9ef9-81acd1c8e234?ui=en-us&rs=en-us&ad=us>)
- [Email Setup for Androids](https://support.microsoft.com/en-us/office/set-up-email-in-android-email-app-71147974-7aca-491b-978a-ab15e360434c?ui=en-us&rs=en-us&ad=us) (<https://support.microsoft.com/en-us/office/set-up-email-in-android-email-app-71147974-7aca-491b-978a-ab15e360434c?ui=en-us&rs=en-us&ad=us>)

Forwarding Emails:

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email helpdesk@mclennan.edu.

Disclaimer:

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.