

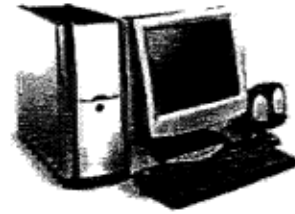
Introduction to Microcomputing in Agriculture

AGBUS 110 (3 cr), Spring 2003

Lectures: 11:00 to 11:50 MW
Lab: 1200to1430W

Instructor: Marcel Tsang
Office: Room 18A BO

Text: No specific text is required. The material in this class is best learned by very intensive hands-on work on the computer. Handouts and other reading materials will be provided to supplement class discussion/notes, and for reference purposes. There are a number of reference books available on microcomputer fundamentals, the Internet, and Microsoft Office, in particular Word, Excel and Power Point that would be most helpful if you want to master the material in this class and further your knowledge on the topic.



Course Description:

The objective of the course is to develop effective use of the microcomputer, to understand the operation of the microprocessor and its peripherals, the Internet, and to develop proficiency in the usage of some of the popular commercial software; i.e. to develop "computer literacy". My goal is to teach you *how to use* these tools effectively so that you can use them in your other classes, workplace or career to solve real problems. The approach is through lectures and hands-on work in the laboratory. At the end of the course, the student should be competent in understanding and selecting a microcomputer and be proficient in using some of the most common software encountered in the professional world (to solve problems efficiently rather than just mechanically punching keys or using the mouse to execute commands). I hope that this course will give you an appreciation of the microcomputer and its capability. I also hope it will provide you with the knowledge, confidence and logical thinking needed to take full advantage of the wealth of software available today and make effective use of them.

Teaching Approach:

The course consists of two lecture periods and one laboratory session. In the lectures, the commands and techniques to operate the targeted software effectively will be discussed. Because of the comprehensive nature of working with computer programs, emphasis will be put on class participation and regular short quizzes to keep all materials discussed clear and fresh in your mind. The laboratory sessions will provide the opportunity for extensive hands-on work on the computer. All students are welcome and encouraged to use the computer outside of the regularly scheduled class hours to complete their assignments.

To be successful in this class, you must study your notes/handouts regularly. Spend as much time as possible working on the computer, develop an understanding of the problem and try to solve the problem on your own first and if unsuccessful, do not hesitate to ask questions inside or outside of the classroom.

Be sure to bring all required materials that you may need for reference purposes when working on an assignment for every class. Also bring your diskette to every class.

Course Requirements:

1. **VERY IMPORTANT:** Every student is expected to attend all classes and laboratory sessions. If you anticipate that you may have problems attending classes/laboratory periods, please come in and discuss with me. Regular attendance is a must.
2. Every student is expected to complete all class and laboratory assignments. ***Each assignment must be turned in fully completed to receive full credit. DO NOT TURN IN PARTIAL ASSIGNMENT. . All assignments are due no more than one week after they are assigned.*** Grades given on assignments will be based on organization, clarity, completeness and efficiency. I expect professional work. If you miss a class or laboratory session, it is your responsibility to come in to get any assignments and/or handouts.
3. The microcomputers are expensive pieces of equipment. Strict and professional conduct is a **MUST** and expected at all times. You will be instructed on the proper procedures to operate the microcomputers and printer. You are expected to keep the laboratory CLEAN and leave all equipment the way you found them. Please, **no eating, drinking or smoking in the** laboratory is permitted.

Report any equipment failure or malfunction to the instructor. **DO NOT WASTE PAPER (only print when you are ready, develop a good procedure in preparation for printing. Remember you are paying for printing).**

Grading procedure:

There will be three (3) examinations (including the final), plus several announced/unannounced short quizzes (self-tests). All exams are comprehensive. Exams dates will be announced in class.

There will be no makeup quizzes or exams except for exceptional situations.

The final grade for the semester will be a combination of the followings:

Examinations (15,20,25)	60%
Assignments	25%
Quizzes	10%
Attendance	5%
Total	100%

Grading scale

* ** ***** ** * ** * ***** ** ** ** *		
*	A = 90-100	*
*	B=80-89	*
*	C=70-79	*
*	D=55-69	*
*	F=<54	*
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The final exam is scheduled for Wednesday, May 14 from 09.40- 11.40 am.

Lecture Organization

Topics

1. Introduction to the Internet and the World Wide Web (WWW)
2. Microcomputer history Hardware/Software
3. Preparing quality report with Microsoft Word (Word Processing fundamentals)
4. Analyzing data and presenting results with Excel (spreadsheet fundamentals)
5. Preparing and giving effective presentation with PowerPoint

Note: Any student with a documented disability who would like to request accommodations should contact the University Disability Services Office at 933-0816(V), 933-3334 (TTY), Campus Center Room 311, as early in the semester as possible.