

# MURRAY STATE UNIVERSITY

Revised 9/15

## SCHOOL OF AGRICULTURE

**COURSE PREFIX: AGR      COURSE NUMBER: 339      CREDIT HOURS: 3**

### **I.      TITLE:**

Computer Applications For Agriculture

### **II.     CATALOG DESCRIPTION:**

A course designed to develop an understanding of practical knowledge of the use of computers with the respect to their application to problem solving within agriculture. Students will receive hands-on experience in agriculture and agribusiness management.

### **III.    COURSE OBJECTIVES:**

As a result of participation in this course, students will:

- A. Develop an understanding of agriculture computer terminology and functions.
- B. Develop skills in using application software for decision making in agriculture including recordkeeping, agri-finance, animal science, plant and soil science, education, animal health, horticulture, and agriculture mechanization.

### **IV.    CONTENT OUTLINE:**

- A. Basic computer systems, hardware, and terminology
- B. Microsoft Windows
- C. Word Processing (Microsoft Word)
- D. Electronic mail (Microsoft Outlook)
- E. Agriculture spreadsheets (Microsoft Excel)
- F. Database/Accounting use in agriculture (Microsoft Access)
- G. Introduction to Internet applications in agriculture (Microsoft FrontPage and Microsoft Internet Explorer)
- H. Multimedia use in agriculture
- I. Satellite and agri-commodity based systems
- J. Global positioning systems and specific agri-software

### **V.     INSTRUCTIONAL ACTIVITIES:**

- A. Classroom Activities- lecture and discussion to assist hands-on computer assisted solving of agriculture related problems.
- B. Assignments- both written and oral
- C. Demonstration- how to use software programs

## VI. FIELD AND CLINICAL EXPERIENCES:

Students will conduct an exercise consisting of analyzing computer usage in an agricultural situation in farming, business, or industry.

## VII. RESOURCES:

- A. 8-10 (3 ½”) disks (HD- High Density – IBM formatted)
- B. Disk Protector
- C. 1” binder

## VIII. GRADING PROCEDURES:

Email Exercise	10 points
Test One	100 points
Cover Letter	25 points
Resume (MS Word)	
Rough Draft	25 points
Final Draft	100 points
Word Flyer	25 points
Agri-Spreadsheet	
Excel Assignment One	50 points
Excel Assignment Two	50 points
Excel Test	100 points
Field Experience Report	100 points
Power Point Assignment One	25 points
Ag Presentation (Power Point)	100 points
Access Database Assignment	25 points
Publisher Newsletter	25 points
Publisher Brochure	25 points
Web design for Agriculture	100 points
Pop/Attendance Quizzes	50 points
Final Exam	100 points
<b>Total</b>	<b>1035 points</b>

Grades will be given as follows:

90 - 100	=	A
80 - 89	=	B
70 - 79	=	C
60 - 69	=	D
59 or below	=	E

**NOTE:** In order to be eligible for make up exams, notice must be given to the instructor **BEFORE** the exam is given. Quizzes and regular assignments

cannot be made up. If you are absent, you are still responsible for turning in assignments when they are due. Work will **NOT** be accepted after 2 weeks past the due date. All make up exams will be given the day of the Final Exam.

#### **IX. ATTENDANCE POLICY:**

Students are expected to adhere to the MSU Attendance Policy outlined in the current *MSU Bulletin*.

As this is a hands-on class, attendance is extremely important. Any student missing more than 4 class meetings will lose one letter grade for each additional absence for this course. Students who plan to miss class for the University events should contact the instructor **BEFORE** they plan to be absent. Attendance will be taken at the discretion of the instructor.

#### **X. ACADEMIC HONESTY POLICY:**

Murray State University takes seriously its moral and educational obligation to maintain high standards of academic honesty and ethical behavior. Instructors are expected to evaluate students' academic achievements accurately, as well as ascertain that work submitted by students is authentic and the result of their own efforts, and consistent with established academic standards. Students are obligated to respect and abide by the basic standards of personal and professional integrity.

##### **Violations of Academic Honesty include:**

**Cheating** - Intentionally using or attempting to use unauthorized information such as books, notes, study aids, or other electronic, online, or digital devices in any academic exercise; as well as unauthorized communication of information by any means to or from others during any academic exercise.

**Fabrication and Falsification** - Intentional alteration or invention of any information or citation in an academic exercise. Falsification involves changing information whereas fabrication involves inventing or counterfeiting information.

**Multiple Submission** - The submission of substantial portions of the same academic work, including oral reports, for credit more than once without authorization from the instructor.

**Plagiarism** - Intentionally or knowingly representing the words, ideas, creative work, or data of someone else as one's own in any academic exercise, without due and proper acknowledgement.

Instructors should outline their expectations that may go beyond the scope of this policy at the beginning of each course and identify such expectations and restrictions in the course syllabus. When an instructor receives evidence, either directly or indirectly, of academic dishonesty, he or she should investigate the instance. The faculty member should then take appropriate disciplinary action.

Disciplinary action may include, but is not limited to the following:

- 1) Requiring the student(s) to repeat the exercise or do additional related exercise(s).
- 2) Lowering the grade or failing the student(s) on the particular exercise(s) involved.
- 3) Lowering the grade or failing the student(s) in the course.

**If the disciplinary action results in the awarding of a grade of E in the course, the student(s) may not drop the course.**

Faculty reserve the right to invalidate any exercise or other evaluative measures if substantial evidence exists that the integrity of the exercise has been compromised. Faculty also reserve the right to document in the course syllabi further academic honesty policy elements related to the individual disciplines.

A student may appeal the decision of the faculty member with the department chair in writing within five working days. Note: If, at any point in this process, the student alleges that actions have taken place that may be in violation of the Murray State University Non-Discrimination Statement, this process must be suspended and the matter be directed to the Office of Institutional Diversity, Equity and Access. Any appeal will be forwarded to the appropriate university committee as determined by the Provost.

NOTE: The School of Agriculture Faculty have adopted and implemented an Academic Honesty Policy in addition to the University Honesty Policy, which can be found in the current *Undergraduate Bulletin and Graduate Bulletin*. The policy sets guidelines regarding acts of dishonesty and the procedure to follow should an event occur. It is each Agriculture student's responsibility to obtain and read a copy of this document. The School's Academic Honesty Policy can be obtained by asking for a copy from any Agriculture Faculty member or the Secretary.

## **XI. NON-DISCRIMINATION POLICY AND STUDENTS WITH DISABILITIES:**

### Policy Statement

Murray State University endorses the intent of all federal and state laws created to prohibit discrimination. Murray State University does not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age, veteran status, or disability in employment, admissions, or the provision of services and provides, upon request, reasonable accommodation including auxiliary aids and services necessary to afford individuals with disabilities equal access to participate in all programs and activities. For more information, contact the Executive Director of Institutional Diversity, Equity and Access, 103 Wells Hall, (270) 809-3155 (voice), (270) 809-3361 (TDD).

### Students with Disabilities

Students requiring special assistance due to a disability should visit the Office of Student Disability Services immediately for assistance with accommodations. For more information, students should contact the Office of Student Disability Services, 423 Wells Hall, Murray, KY 42071. 270-809-2018 (voice) 270-809-5889(TDD).

## **XII. MSU SCHOOL OF AGRICULTURE CELL PHONE POLICY**

The School of Agriculture recognizes that in today's world cell phones are a familiar and often necessary form of communication for students.

It shall be the policy of the School that no cell phone usage shall be allowed in class and/or labs without the prior consent of the course instructor. This shall include verbal calling, incoming calls, email, text messaging, and use of cell phone calculators on tests and quizzes.

Cell phones must be kept off and out of sight (i.e. secured to a person's belt or kept in a bag or purse away from desks and lab counters).

Should a student's cell phone be visible, ring, or other form of unauthorized usage that is interruptive to the class or lab, the student may be asked to leave class and not return for that class/lab period.

Upon prior consent of the instructor, a student may obtain permission to have their phone on in case of an emergency or in critical family situations.

This policy also includes pagers and other electronic equipment such as blackberries and/or computers/laptops.