



# **ILLINOIS VALLEY COMMUNITY COLLEGE**

## **COURSE OUTLINE**

**DIVISION: Natural Sciences Business**

**COURSE: AGR 1004  
Microcomputer Applications in Agriculture**

**IAI: AG 913 Introductory Computer Skills in  
Agriculture**

Date: 9-26-17

Credit Hours: 3 Credit Hours

Prerequisite(s): None

Delivery Method:

<input checked="" type="checkbox"/> Lecture	2 Contact Hours (1 contact = 1 credit hour)
<input type="checkbox"/> Seminar	0 Contact Hours (1 contact = 1 credit hour)
<input checked="" type="checkbox"/> Lab	2 Contact Hours (2-3 contact = 1 credit hour)
<input type="checkbox"/> Clinical	0 Contact Hours (3 contact = 1 credit hour)
<input type="checkbox"/> Online	
<input type="checkbox"/> Blended	

Offered:  Fall  Spring  Summer

IAI Equivalent –**Only for Transfer Courses**–go to <http://www.itransfer.org>: IAI AG 913

### **CATALOG DESCRIPTION:**

Introduction to computer hardware, file manipulation, printers and the use of word processing, electronic presentations and communications, graphics, spreadsheet, database management and web development software. Also includes solution of agriculture data-related problems and use of prepared software and templates.

## GENERAL EDUCATION GOALS ADDRESSED

*[See last page for Course Competency/Assessment Methods Matrix.]*

### Upon completion of the course, the student will be able:

*[Choose up to three goals that will be formally assessed in this course.]*

- To apply analytical and problem solving skills to personal, social, and professional issues and situations.
- To communicate successfully, both orally and in writing, to a variety of audiences.
- To construct a critical awareness of and appreciate diversity.
- To understand and use technology effectively and to understand its impact on the individual and society.
- To develop interpersonal capacity.
- To recognize what it means to act ethically and responsibly as an individual and as a member of society.
- To recognize what it means to develop and maintain a healthy lifestyle in terms of mind, body, and spirit.
- To connect learning to life.

### EXPECTED LEARNING OUTCOMES AND RELATED COMPETENCIES:

*[Outcomes related to course specific goals. See last page for more information.]*

### Upon completion of the course, the student will be able to:

As it relates to the Agricultural industry, the student will...

1. Effectively operate a computer keyboard, mouse, and other input peripheral devices.
2. Effectively use an operating system to manage files.
3. Effectively use word processing software.
4. Effectively use spreadsheet software.
5. Effectively use database management software.
6. Effectively use graphics and presentations software.
7. Effectively use computer-related applications such as electronic communications, the World Wide Web, web development, e-mail, web search engines, keyword selection and evaluation of results.

### MAPPING LEARNING OUTCOMES TO GENERAL EDUCATION GOALS

*[For each of the goals selected above, indicate which outcomes align with the goal.]*

Goals	Outcomes
First Goal	
To understand and use technology effectively and to understand its impact	<ol style="list-style-type: none"><li>1. Effectively operate a computer keyboard, mouse, and other input peripheral devices.</li><li>2. Effectively use an operating system to manage files.</li></ol>

<p>on the individual and society.</p>	<ol style="list-style-type: none"> <li>3. Effectively use word processing software.</li> <li>4. Effectively use spreadsheet software.</li> <li>5. Effectively use database management software.</li> <li>6. Effectively use graphics and presentations software.</li> <li>7. Effectively use computer-related applications such as electronic communications, the World Wide Web, web development, e-mail, web search engines, keyword selection and evaluation of results.</li> </ol>
<p>Second Goal</p>	
<p>Third Goal</p>	

## **COURSE TOPICS AND CONTENT REQUIREMENTS:**

1. Introduction
2. Information Technology Essentials
  - a. Exploring Windows
  - b. Maintaining Files and Customizing Windows
  - c. Internet Searching
  - d. Browsing the Internet Using Web Browser
3. Microsoft Word
  - a. Creating and editing a document
  - b. Formatting characters and paragraphs
  - c. Formatting and enhancing a document
4. Microsoft Excel
  - a. Analyzing data using Excel
  - b. Editing and formatting worksheet
  - c. Using functions, setting print options, and adding visual elements
5. Microsoft Access
  - a. Maintaining data in access tables
  - b. Creating tables and relationships
  - c. Creating queries, forms, and reports
6. Microsoft PowerPoint
  - a. Preparing a presentation
  - b. Editing and enhancing slides
7. Integrating Programs
  - a. Word, Excel, Access, and PowerPoint
8. Using Farm Management Software
9. Using Technology in Agriculture
  - a. Applying Precision Agriculture Software
  - b. Crop Production
  - c. Livestock Production
  - d. Water Management
10. Web page design
11. Using Apps in Agriculture

## **INSTRUCTIONAL METHODS:**

- Lecture
- Laboratory
- Learning Module Activities/Projects

## **INSTRUCTIONAL MATERIALS:**

Rutkosky, N., D. Seguin, A. Roggenkamp, and I. Rutkosky. 2014. *Marquee Series: Microsoft Office 2013*. EMC Paradigm Publishing. ISBN: 978-0-76385-266-5

**STUDENT REQUIREMENTS AND METHODS OF EVALUATION:**

A= 90-100

B= 80-89

C= 70-79

D= 60-69

F= 0-59

Assignments/Projects: 40%

Exams: 60%

**OTHER REFERENCES**

Vermaat, M.E., J.T. Campbell, S.M. Freund, M. Frydenberg, and M.Z. Last. 2016. *Discovering Computers and Microsoft Office 2016: A Fundamental Combined Approach*. Course Technology. ISBN-13: 9781305871809

## Course Competency/Assessment Methods Matrix

(Dept/# Course Name)	Assessment Options																															
For each competency/outcome place an "X" below the method of assessment to be used.	<b>Assessment of Student Learning</b>	Article Review	Case Studies	Group Projects	Lab Work	Oral Presentations	Pre-Post Tests	Quizzes	Written Exams	Artifact Self Reflection of Growth	Capstone Projects	Comprehensive Written Exit Exam	Course Embedded Questions	Multi-Media Projects	Observation	Writing Samples	Portfolio Evaluation	Real World Projects	Reflective Journals	Applied Application (skills) Test	Oral Exit Interviews	Accreditation Reviews/Reports	Advisory Council Feedback	Employer Surveys	Graduate Surveys	Internship/Practicum /Site Supervisor Evaluation	Licensing Exam	In Class Feedback	Simulation	Interview	Written Report	Assignment
Assessment Measures – Are direct or indirect as indicated. List competencies/outcomes below.	<b>Direct/ Indirect</b>	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	I	I	I	I	D	D						
Effectively operate a computer keyboard, mouse, and other input peripheral devices.				X					X		X							X		X												X
Effectively use an operating system to manage files.				X					X		X							X		X												X
Effectively use word processing software.				X					X		X							X		X												X
Effectively use spreadsheet software.				X					X		X							X		X												X

