CASPER COLLEGE COURSE SYLLABUS
(AGRI 1010 N1 - Agricultural Computers)

Semester/Year: Fall 2015

Lecture Hours: **1**   Lab Hours: **2**   Credit Hours: **2**

Class Time: On-Line   Days: On-Line   Room: On-Line

Instructor's Name: Todd Jones

Instructor's Contact Information:
Refer to Office hours, but please email or call and leave a message anytime.

Cell/Text Phone: 1-307-272-4880   **Email:** tjones@caspercollege.edu

Office Hours: appointments are encouraged. Please don't hesitate to contact me.

Course Description:
This course is designed to:
- Familiarize students with computer applications and programs in agriculture using **Google Drive.**
- Be user-friendly and will provide the students the opportunity to use a personal computer as a tool in problem solving.

Statement of Prerequisites: None

Goal:
The overall goals of the course are:
- To have the students become familiar with computer applications (Google Drive**)** and programs directly applicable to agriculture. Spreadsheets, Documents, & Presentations
- Students will learn to utilize computers and their applications.

Outcomes:
Students will demonstrate an understanding of the basic concepts and principles in the areas of
- Proper File Management
- Using *Google Drive applications: of spreadsheets, word documents, presentations & website design* with direct Agricultural Applications.
- Collaboration between others (students and instructor) using the sharing abilities of the software.

Methodology: lecture, lab, online

Evaluation Criteria: A: 100-90%, B: 89-80%, C: 79-70%, D: 69-60%, F: <59%

Required Text, Readings, and Materials:
WiFi access, laptop computer, smart devices (phone or tablet)
Access to the Internet, CC website, Moodle (Required)
On campus students have access to the Agriculture Computer Room or a multitude of computers on campus.
Plethora of online resources simply by "Googling"

Class Policies: Last Date to Change to Audit Status or to Withdraw with a W Grade according to college policies.

- All Assignments, Lab Exercises, Quizzes and Forums are due by the date posted.
- **Late Assignments:** Assignments will be accepted late for a full week after due date, but will receive an automatic 20% reduction. Assignments turned in later than a week late may also be turned in but will receive an automatic 30% reduction.
- **Graded Forum Posts:** Because of the importance of discussion among students and/or the teacher, late forum posts will receive a grade of zero.
- **Quizzes:** There are no Quizzes for this class.
- **Attendance:** Online class participation is expected and will be graded in the form of Forum Posts. Refer to above "**Graded Forum Posts**" on how posts are graded. If you post to a forum after the date of completion you will receive no credit.
- **Student Rights and Responsibilities:** Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student.
- **Extra Credit:**

Chain of Command: If you have any problems with this class, you should first contact the instructor to attempt to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take the matter through the appropriate chain of command starting with the Department Head/Program Director, the Dean, and lastly the Vice President for Academic Affairs.

Academic Dishonesty - Cheating & Plagiarism: Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Student Code of Conduct.

ADA Accommodations Policy: It is the policy of Casper College to provide appropriate accommodations to any student with a documented disability. If you have a need for accommodation in this course, please make an appointment with our Accommodative Services Counselor at 268-2557.

Calendar or schedule indicating course content: Will be provided when applicable. Check each weekly block for assignment and forum deadlines.