

## Agriculture Resources and Computer Applications Syllabus and Course Information

**Course Description** - How to use Internet resources (the World Wide Web and electronic mail). Evaluation of Internet Resources. Using word processor and spreadsheet programs for classroom management. Evaluation of alternative micro-computing systems and software used in the classroom. Developing techniques for obtaining resource materials and supplies. Computer and Web-based instruction. Developing and indexing resource materials. Emphasis on Agricultural Education and Communications. (2 lecture, 2 lab hours)

**Instructor:** Dr. Steven J. Rocca

**Office:** Agricultural Sciences Building Rm. 112

**Office Hours:** Mon 9-11:30 am and Wed 9-11:30 am or by appointment.

**Contact Information:** e-mail at [srocca@csufresno.edu](mailto:srocca@csufresno.edu) or call 278-5088.

<b>Class Meeting:</b>	Lecture	M,W	Ag 226	1200-1250
	Lab	M,W	Ag 101	1500-1650

### Student Learning Outcomes

Each student will:

- Utilize basic personal computer technology terms.
- Demonstrate knowledge of personal computer systems and emerging technology used for teaching diverse student populations.
- Demonstrate how to organize/manage resource materials and electronic files.
- Locate curriculum materials appropriate for use in a high school Ag program.
- Effectively search the World Wide Web and evaluate web resources that support student learning related to California Agriculture Content Standards.
- Use on-line databases and database software.
- Use desktop publishing software to create communication documents.
- Use Microsoft Word to create business letters, mail merge, and mailing lists.
- Use Microsoft Excel to keep grade sheets and department budgets.
- Use electronic graphic organizers to analyze and present content knowledge.
- Use Microsoft PowerPoint to create a presentation related to content standards.
- Create and present a multimedia presentation utilizing video, audio and digital photos.
- Use a variety of electronic resources to research a specific topic.
- Investigate and evaluate electronic resources designed for classroom use and continuing professional development for teachers.
- Analyze ethical, social and legal issues related to the use of educational technology.

## Required Text and Material:

- USB Flash Drive
- A Fresno State e-mail account
- Internet access (free on campus)

## Grading

Student grades will be substantially based on the following. The instructor reserves the right to make adjustments to the course during the semester. Students will be graded on a combination of:

In-class Assignments/Participation (including attendance)	50 points	<b>Grades are determined as follows:</b>  <b>Percent Grade of Total Points</b> A > 90% B 80-89% C 70-79% D 60-69% F < 60%
Exam	80-100 points	
Pop Quizzes (up to 2 unannounced)	20 points	
Lab Assignments (10 x 25pts)	250 points	
Online SAE AET Record Book Project	50 points	
Multimedia CDE Research Project	135 points	
Lab Practicum Final	100 points	

## Subject to Change

This syllabus and schedule are subject to change in the event of extenuating circumstances. If you are absent from class, it is your responsibility to check on announcements made while you were absent.

## Course Policies & Safety Issues

- **Expectations:** This is a 3 unit course. It has 2 lecture hours and 2 lab hours. Students may be expected to spend several additional hours per week using the computers in the lab or their personal computer. Students are expected to check their e-mail and the course website several times per week. Written assignments will be typed using word processing software. Regular attendance is required. **STUDENTS WITHOUT PRIOR COMPUTER EXPERIENCE SHOULD EXPECT TO SPEND ADDITIONAL TIME PREPARING.**
- **Computer Lab Rules:** No food or drink is allowed in the room. Please clean up workspace before leaving the lab. Label your disks with your name and course number in case you forget them. Unless you are otherwise informed, the software on the lab computers is licensed by the school for use only on the lab computers and cannot be copied. Any use of the lab computers outside the scope of the class assignments must be approved by the instructor.

- Cell phones: To ensure a proper learning environment is maintained during lecture and lab sessions cell phones should be turned off or silent.
- Cheating and plagiarism are considered as the most serious offenses in the teaching-learning process, as it erodes the integrity of the student/faculty relationship. Students are reminded the University Policy on Cheating and Plagiarism will be enforced in this class.
- If you have special needs as addressed by the Americans with Disabilities Act (ADA) and need course materials in alternate formats, notify me immediately as well as the Disabled Students Services. Reasonable efforts will be made to accommodate your special needs.

## Course Management:

The course is divided into Lecture, Lab, and On-line components.

- Lectures will provide general information on gathering and using resource materials. Students are expected to participate in resource sharing sessions.
- Lab period will be devoted to hand-on use of computer tools. Students are expected to attend the lab, however; the lab assignments can be completed on any computer running compatible software.
- A portion of the course requires you to use the course website to retrieve assignments and materials and participate in on-line discussion.

If your computer experience is minimal, plan to spend more time in the lab during open hours to practice. If you own a computer, MS-Office software is required to complete the lab assignments. NOTE: Kennel Bookstore has copies of MS-Office available for a nominal fee.

A substantial portion of the course material will be available and course participation will be accomplished using Canvas, the campus web course software. Students are expected to use this software to communicate with each other and retrieve their assignments. The course outline, assignments, and grades are posted on the course website. These are dynamic documents and will be changed regularly. Students are expected to check these pages weekly. All course handouts will be available on Canvas.

**Late Assignments:** Assignments that are turned in late, without prior arrangement, will lose 20% (2 letter grades). Lab assignments are due 1 or 2 weeks after assignment is given (See lab assignments for details).

## University Policies

**Students with Disabilities:** Upon identifying themselves to the instructor and the university, students with disabilities will receive reasonable accommodation for learning and evaluation. For more information, contact Services to Students with Disabilities in the Henry Madden Library, Room 1202 (278-2811).

The following University policies can be found at:

- [Adding and Dropping Classes](#)
- [Cheating and Plagiarism](#)

- [Computers](#)
- [Copyright Policy](#)
- [Disruptive Classroom Behavior](#)
- [Honor Code](#)
- [Students with Disabilities](#)
- [Title IX](#)

## UNIVERSITY SERVICES

The following University services can be found at:

- [Associated Students, Inc.](#)
- [Dream Success Center](#)
- [Learning Center Information](#)
- [Student Health and Counseling Center](#)
- [Writing Center](#)

## Lecture and Lab Schedule/Assignments

Lecture topics are approximate and may be changed during the semester.  
Supplemental reading may be provided during the semester. Check this page regularly.

Date	Topic	TPE	Assignment
Wed, Jan 22	Introduction/Syllabus		
	<b>No Lab</b>		
Mon, Jan 27	Internet/Search Engines for Resources	3.7, 4.8	
Wed, Jan 29	Using & Evaluating Internet Resources	3.7, 4.8	
Laboratory 1	Searching & Website Evaluation (25pt)	3.7, 4.8	
Mon, Feb 3	Online/Electronic Curriculum and Resources	4.8	
Wed, Feb 5	Online Collaboration Applications & Resources	1.2, 1.8, 4.8	Explain CDE Research Project
Laboratory 2	Planning and Online Collaboration Tools (25pt)	1.2, 1.8, 3.1, 4.8, 5.1	<b>Lab 1 Due</b>
Mon, Feb 10	Use & Development of Lesson Plans	1.1, 1.3, 2.6, 3.1, 3.2, 3.3, 3.5, 4.1, 4.7, 4.8, 5.1	
Wed, Feb 12	<b>World Ag Expo – No Class</b>		
Laboratory 3	Curriculum Resource Assignment (25pt) – No Lab Meeting – World Ag Expo	3.1, 3.2, 3.3, 4.8	<b>Lab 2 Due</b>
Mon, Feb 17	<b>President’s Day – No Class</b>		
Wed, Feb 19	Basic Photography & Editing	4.8	<b>CDE Research Project Part #1 Due Feb 19</b>
Laboratory 4	Digital Photography and Editing (25pt)	3.7, 4.8	<b>Lab 3 Due</b>
Mon, Feb 24	Spreadsheets and Creating Tables/Graphs	4.8, 5.1, 5.4	
Wed, Feb 26	Spreadsheets/Online SAE AET Record Book	4.8, 5.1, 5.4	
Laboratory 5	Using & Creating Spreadsheets/Gradebook (25pt)	4.8, 5.1, 5.4	<b>Lab 4 Due</b>
Mon, Mar 2	SAE AET Record Book	3.1, 4.8, 5.1	<b>CDE Research Project Part #2 Due Mar 2</b>
Wed, Mar 4	Presentation Software	4.8	
Laboratory 6	Creating PowerPoint/Multimedia Presentations (25pt)	3.1, 3.2, 3.3, 3.5, 4.8	<b>Lab 5 Due</b>
Mon, Mar 9	Public Relations for Your FFA Chapter	4.8	
Wed, Mar 11	Desktop Publishing/Brochures & Newsletters	4.8	<b>AET Record Book Due Mar 11</b>
Laboratory 7	Developing Brochures/Publications (25pt)	1.2, 4.8	<b>Lab 6 Due</b>
Mon, Mar 16	<b>No Class – AFBF Discussion Meet</b>		
Wed, Mar 18	Video, Audio & Digital Photo Tools	4.8	<b>CDE Research Project Part #3 Due Mar 18</b>
Laboratory 8	Using Digital Video Equipment and Editing(25pt)	3.1	<b>Lab 7 Due</b>
Mon, Mar 23	Resume Development		
Wed, Mar 25	Mail Merge / Word Processing	1.2, 4.8	
Laboratory 9	Creating Professional Documents, Letters & Mail Merge (25pt)	1.2, 4.8	<b>Lab 8 Due</b>

Mon, Mar 30	Websites and Web Publishing	1.2, 4.8	
Wed, Apr 1	<b>Exam #1 – Online on Canvas</b>		
Laboratory 10	Website & Blog Development (25pt)	1.2, 4.8	<b>Lab 9 Due</b>
Mon, Apr 6	<b>Spring Break – No Class</b>		
Wed, Apr 8	<b>Spring Break – No Class</b>		
	<b>Spring Break – No Lab</b>		
Mon, Apr 13	WebQuests	1.4, 3.1, 3.3, 3.7, 4.1, 4.7, 4.8	
Wed, Apr 15	WebQuests	1.4, 3.1, 3.3, 3.7, 4.1, 4.7, 4.8	
Laboratory 11	Creating WebQuests	1.4, 3.1, 3.3, 3.7, 4.1, 4.7, 4.8	<b>Lab 10 Due</b>
Mon, Apr 20	CDE Research Project Presentations	1.1, 1.3, 1.8, 2.2, 2.6, 3.1, 3.2, 3.3, 3.5, 3.7, 4.7, 5.1, 6.1	
Wed, Apr 22	CDE Research Project Presentations	1.1, 1.3, 1.8, 2.2, 2.6, 3.1, 3.2, 3.3, 3.5, 3.7, 4.7, 5.1, 6.1	
Laboratory 12	CDE Research Project Presentations	1.1, 1.3, 1.8, 2.2, 2.6, 3.1, 3.2, 3.3, 3.5, 3.7, 4.7, 5.1, 6.1	<b>Lab 11 Due</b>
Mon, Apr 27	CDE Research Project Presentations	1.1, 1.3, 1.8, 2.2, 2.6, 3.1, 3.2, 3.3, 3.5, 3.7, 4.7, 5.1, 6.1	
Wed, Apr 29	CDE Research Project Presentations	1.1, 1.3, 1.8, 2.2, 2.6, 3.1, 3.2, 3.3, 3.5, 3.7, 4.7, 5.1, 6.1	
Laboratory 13	CDE Research Project Presentations	1.1, 1.3, 1.8, 2.2, 2.6, 3.1, 3.2, 3.3, 3.5, 3.7, 4.7, 5.1, 6.1	
Mon, May 4	CDE Research Project Presentations	1.1, 1.3, 1.8, 2.2, 2.6, 3.1, 3.2, 3.3, 3.5, 3.7, 4.7, 5.1, 6.1	<b>CDE Research Project Part #4 – Presentation Due by May 4</b>
Wed, May 6	Preparation for Lab Practicum		
Wed, May 6	<b>Lab Practicum Final – Online on Canvas</b>		<b>Lab Practicum Due May 6</b>
Final Exam Preparation & Faculty Consultation Days:		Thursday and Friday	May 7-8
<b>No Final Exam</b>			