

AEB 3114L-Introduction to Agricultural Computer Applications

1 Credit
Spring 2015

Instructor: Richard Weldon
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Class Details: Tuesday 3:00 – 3:50 p.m. in FLG - Room 260

Thursday Lab:	{	Section	12HG	1:55pm – 2:45pm
		“	12H2	3:00pm – 3:50pm
		“	1643	4:05pm – 4:55pm

Thursday's lab will meet in the CALS computer lab in McCarty (B) 3086.

Office Hours: Tuesday, Wednesday and Thursday: 10:30 – 11:30 a.m.
or when mutually convenient.

Course Prerequisites: None.

Course Materials:

Title: MyITLab with Pearson ETEXT -- Access Card -- For Exploring With Office 2013
ISBN: 0133775070
Author: Poatsy, Mulbery, Krebs, Hogan, Rutledge & Grauer

Calendar: January 6 Introduction
January 13 First Day of Class
January 15 First Day of Lab

Course Description:

The successful management of any business requires a basic understanding of financial and managerial concepts. These concepts are the basis for financial analysis and managerial decision-making. But in today's world the platform for financial analysis and managerial decision-making is the "spreadsheet" primarily Microsoft Excel. AEB 3114L is designed as an introductory course to provide the student with a basic understanding of Excel that will allow him/her to excel in later classes that use Excel.

Course Objectives:

At the conclusion of this course the student will be able to use Excel:

1. To perform basic quantitative analysis
2. Depict data visually
3. Manage large volumes of data
4. Summarize and analysis data
5. Use decision-making tools.

Or how to apply basic computer decision making aids to firm level management problems.

Course Organization:

Much of this course will be completed online in the MyITLab; however, I am available to assist you in-person on Tuesday and in lab on Wednesday. The content for this course is based on a Microsoft Office 2013 simulation environment where you will have the opportunity to complete practice activities and complete assignments.

Note, there is no Canvas webpage, everything will be handled on the MyITLab.

Grading and Exams: Weighing of exams and assignments.

In class exams	50%
Assignments	50%

Final grades will be assigned as follows * Previous grades distribution

94 - 100	A
90 - 93	A-
87 - 89	B+
83 - 86	B
80 - 82	B-
77 - 79	C+
73 - 76	C
70 - 72	C-
67 - 69	D+
63 - 66	D
60 - 62	D-
< 60	E

Information on UF grading policies for assigning grade points can be obtained from this website.
<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

Class Demeanor or Professional Etiquette: Adherence to the following guidelines is expected:

1. Students are expected to be on-time for class and leaving class early without prior consent of the instructor is not tolerated.
2. Cellular phones are to be turned off, as it is very disruptive when these devices 'go off' during class. No TXT-ing or any other use of cellular devices is permitted or tolerated in class. Turn off your devices before the class begins. The same goes for of any other portable electronic equipment.
3. You should avoid talking amongst each other once the lectures begin. If you have any questions during class about the material, please raise your hand and I will be happy to address any concerns you may have.

If you cannot abide by these simple rules you may be asked to leave the classroom. I also reserve the right to penalize any student continuously violating these rules by deducting points at my discretion.

Absences and Make-Up Work

Requirements for class attendance and make-up exams, assignments and other work are consistent with university policies that can be found at:

<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>.

Academic Honesty

As a student at the University of Florida, you have committed yourself to uphold the Honor Code, which includes the following pledge: "*We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.*" You are expected to exhibit behavior consistent with this commitment to the UF academic community, and on all work submitted for credit at the University of Florida, the following pledge is either required or implied: "*On my honor, I have neither given nor received unauthorized aid in doing this assignment.*"

It is assumed that you will complete all work independently in each course unless the instructor provides explicit permission for you to collaborate on course tasks (e.g. assignments, papers, quizzes, exams). Furthermore, as part of your obligation to uphold the Honor Code, you should report any condition that facilitates academic misconduct to appropriate personnel. It is your individual responsibility to know and comply with all university policies and procedures regarding academic integrity and the Student Honor Code. Violations of the Honor Code at the University of Florida will not be tolerated. Violations will be reported to the Dean of Students Office for consideration of disciplinary action. For more information regarding the Student Honor Code, please see:

<http://www.dso.ufl.edu/SCCR/honorcodes/honorcode.php>.

Software Use:

All faculty, staff and students of the university are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against university policies and rules, disciplinary action will be taken as appropriate.

Campus Helping Resources

Students experiencing crises or personal problems that interfere with their general well-being are encouraged to utilize the university's counseling resources. The Counseling & Wellness Center provides confidential counseling services at no cost for currently enrolled students. Resources are available on campus for students having personal problems or lacking clear career or academic goals, which interfere with their academic performance.

- *University Counseling & Wellness Center, 3190 Radio Road, 352-392-1575, www.counseling.ufl.edu/cwc/*
 - Counseling Services
 - Groups and Workshops
 - Outreach and Consultation
 - Self-Help Library
 - Training Programs
 - Community Provider Database
- *Career Resource Center, First Floor JWRU, 392-1601, www.crc.ufl.edu/*

Services for Students with Disabilities

The Disability Resource Center coordinates the needed accommodations of students with disabilities. This includes registering disabilities, recommending academic accommodations within the classroom, accessing special adaptive computer equipment, providing interpretation services and mediating faculty-student disability related issues. Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation

0001 Reid Hall, 352-392-8565, www.dso.ufl.edu/drc/

Class Schedule for AEB 3114L- Introduction to Agricultural Computer Applications

This is a **tentative** weekly class topic outline and due dates for the first part of the course.

The ‘Official’ Schedule of meetings, labs, and exams will maintained on the course MyITLab web page!

Week of <u>Tuesday</u>	Tuesday Class Meetings (Chapters from Exploring With Office 2013)	Thursday Lab
Jan 6	Overview of course	No lab
Jan 13	Office Fundamentals and File Management	Assignment 1
Jan 20	Introduction to Excel- What Is a Spreadsheet?(1)	Assignment 2
Jan 27	Introduction to Excel- What Is a Spreadsheet?(1)	Assignment 3
Feb 3	<i>Exam 1 on Tuesday</i>	
Feb 10	Formulas and Functions: Performing Quantitative Analysis (2)	
...
March 3	Spring Break	No lab
...
April 21	<i>Exam 4,5 or 6 on Tuesday</i>	