

Syllabus

AEB 2114L: Introduction to Agricultural Computer Applications – Fall 2024

Credits: 1 credit

Course Time and Location:

Fully Online (100%)

Instructor Information: Jordan Moor; Office Hours Tuesdays 1-2 pm via [Zoom](#)
E-mail: JordanMoor@ufl.edu;

Undergraduate Advisor: Mr. Trey Gifford; 1170B McCarty Hall A; (352) 294-7640;
E-mail: agifford1@ufl.edu; [Schedule an appointment](#)

Undergraduate Coordinator: Dr. Misti Sharp; 1189 McCarty Hall A; (352)294-7632;
E-mail: mistisharp@ufl.edu; [Schedule an appointment](#)

Communication: Please email the instructor with any questions or concerns you may have about the class this Fall. Include AEB 2114 in the subject line of the email. We will do our best to respond within 24 to 48 hours during regular business hours. Additional office hours are available upon request.

Course Description (from Catalog): Introduces computer application with specific emphasis on applications used in agricultural businesses. Specific applications include spreadsheets, databases, word processing and DOS.

Expected Student Learning Outcomes:

After the successful completion of AEB 2114L, the typical student should be able to use Excel to:

- ❖ Perform basic quantitative analysis
- ❖ Depict data visually
- ❖ Manage large volumes of data
- ❖ Summarize and analyze data
- ❖ Use decision-making tools.

Prerequisites: None

Electronic Textbook:

Exploring Microsoft Office Excel 2019 Comprehensive

Author: Poatsy, Mulbery, Krebs, Hogan, Rutledge & Grauer

Access to this textbook is provided digitally through MyLab and Mastering

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Course Format:

Most of this course will be completed online in a Pearson product – MyLab IT - which you will access through “Access Pearson” on Canvas. The content for this course is based on a Microsoft Office 2019 simulation environment where you will have the opportunity to complete practice activities and complete assignments.

This course is participating in UF All Access, which is a program designed to provide the most affordable option for materials to everyone in this course. You will need to opt in to the program to have access to the course material, instructions for this are provided under Module-0 in Canvas.

After opting into UF All Access, the second step to accessing the course material is to setup your MyLab IT account, instructions for this are also provided under Modules, then Module-0 in Canvas.

In addition to the e-textbook in MyLab IT, lecture videos for each module will also be posted every week. It is your responsibility to keep up with the lectures. In addition to the time spent watching the lectures, you are assigned multiple choice quizzes, and capstone assessments for each module. This class is asynchronous (not everyone will watch the lecture or do the activities at the same time), but **it is not correspondence or self-paced (where you can do the work any time before the end of the semester)**. Students are expected to log into Canvas, a password-protected authentication Learning Management System, on a weekly basis throughout the term. In general, late submissions are not allowed. If there are extenuating circumstances, please contact the instructor before the assignments are due.

Please let me know if you have any questions concerning the course format. By enrolling in this course, you are agreeing to the terms outlined in this syllabus

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Grading Policy

Your final grade will be calculated based on the following assignment weights:

End-of-chapter quiz: 20%

Capstone assignment: 80%

Discussion board participation: up to 5% extra credit

Final grades will be assigned as follows

94% - 100 %	A
90% - 93.9%	A-
87% - 89.9%	B+
84% - 86.9%	B
80% - 83.9%	B-
77% - 79.9%	C+
74% - 76.9%	C
70% - 73.9%	C-
67% - 69.9%	D+
64% - 66.9%	D
61% - 63.9%	D-
Less than 61%	E

I will drop the lowest capstone and quiz and then include any extra credit.

Assignments

End-of-chapter quiz: There are 12 short multiple-choice quizzes based on the material of each chapter. You will have 3 attempts, keeping the highest scoring attempt. *Quizzes* are usually due at 11:59 pm on Tuesdays.

Capstone assessments: There are 12 practical exercises that are designed to help you apply the content of each chapter to real-world scenarios. You will have 2 attempts to complete each capstone assessment. Beyond lectures videos, Simulation exercises on Pearson are an additional learning resource. *Capstone assessments* are usually due at 11:59 pm on Wednesdays.

Simulation exercises: These are short hands-on exercises in a simulated Excel environment to help you clearly understand the chapter content. It features learning aids which guide you in each exercise. These exercises will not count for a grade and are provided only for extra practice.

Discussion board: Each chapter will have a discussion thread. You are encouraged to ask about any difficulties you are experiencing with the module. There may be some discrepancies between the textbook and *Simulation exercises/Capstone exercises* depending on the operating system (i.e. macOS). Each post asking a thoughtful question and requesting help will result in 1% extra credit toward your final grade (maximum 2%). Please be specific in your question and include details as to what you have already tried. Similarly, up to three students who provide a helpful response to a given question can receive 1% in extra credit (maximum 3%).

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Course Outline:

- ❖ Module 0: Introduction to Course
 - Sign up for Pearson Labs/ Watch intro lecture
- ❖ Module 1: Introduction to Excel: Creating and Formatting a Worksheet
 - Due date for end-of-chapter quiz – **09/03/2024**
 - Due date for capstone assessment – **09/04/2024**
- ❖ Module 2: Formulas and Functions: Performing Quantitative Analysis
 - Due date for end-of-chapter quiz – **09/10/2024**
 - Due date for capstone assessment – **09/11/2024**
- ❖ Module 3: Charts: Depicting Data Visually
 - Due date for end-of-chapter quiz – **09/17/2024**
 - Due date for capstone assessment – **09/18/2024**
- ❖ Module 4: Datasets and Tables: Managing Large Volumes of Data
 - Due date for end-of-chapter quiz – **09/24/2024**
 - Due date for capstone assessment – **09/25/2024**
- ❖ Module 5: Subtotals, PivotTables and PivotCharts: Summarizing and Analyzing Data
 - Due date for end-of-chapter quiz – **10/01/2024**
 - Due date for capstone assessment – **10/02/2024**
- ❖ Module 6: What-If Analysis: Using Decision-Making Tools
 - Due date for end-of-chapter quiz – **10/08/2024**
 - Due date for capstone assessment – **10/09/2024**
- ❖ Module 7: Specialized Functions: Using Date, logical, Statistical, and Financial Functions
 - Due date for end-of-chapter quiz – **10/15/2024**
 - Due date for capstone assessment – **10/16/2024**
- ❖ Module 8: Statistical Functions: Analyzing Statistics
 - Due date for end-of-chapter quiz – **10/22/2024**
 - Due date for capstone assessment – **10/23/2024**
- ❖ Module 9: Multiple-Sheet Workbook Management: Ensuring Quality Control
 - Due date for end-of-chapter quiz – **10/29/2024**
 - Due date for capstone assessment – **10/30/2024**
- ❖ Module 10: Power Add-Ins: Managing Data
 - Due date for end-of-chapter quiz – **11/05/2024**
 - Due date for capstone assessment – **11/06/2024**
- ❖ Module 11: Additional Specialized Functions: Using Text, Database, and Lookup Functions
 - Due date for end-of-chapter quiz – **11/12/2024**
 - Due date for capstone assessment – **11/13/2024**
- ❖ Module 12: Templates, Workbook Inspection, and Macros
 - Due date for end-of-chapter quiz – **12/03/2024**
 - Due date for capstone assessment – **12/04/2024**

Note: The instructor reserves the right to change the terms and dates stated in this course syllabus. All changes to due dates will be communicated in course announcements.

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Course Evaluation

Student assessment of instruction is an important part of efforts to improve teaching and learning. At the end of the semester, students are expected to provide feedback on the quality of instruction in this course using a standard set of university and college criteria. Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at: <https://gatorevals.aa.ufl.edu/students/>. Students will be notified when the evaluation period opens and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at: <https://gatorevals.aa.ufl.edu/public-results/>.

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/process/student-conduct-honor-code>

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>

For information on current UF policies for assigning grade points, see <https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/>

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/UGRD/academic-regulations/attendance-policies/>

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.

Services for Students with Disabilities

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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, <https://disability.ufl.edu/>

Campus Helping Resources

Students experiencing crises or personal problems that interfere with their general wellbeing 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.

Health and Wellness

U Matter, We Care: If you or someone you know is in distress, please contact umatter@ufl.edu, 352-392-1575, or visit [U Matter, We Care website](#) to refer or report a concern and a team member will reach out to the student in distress.

Counseling and Wellness Center: [Visit the Counseling and Wellness Center website](#) or call 352-392-1575 for information on crisis services as well as non-crisis services. Address: 3190 Radio Road. Services provided:

- Counseling services
- Groups and workshops
- Outreach and consultation
- Self-help library
- Wellness coaching

Student Success Initiative: <https://studentsuccess.ufl.edu/> Services provided:

- Advising
- Peer mentoring
- Coaching
- Peer tutoring

Student Health Care Center: Call 352-392-1161 for 24/7 information to help you find the care you need, or [visit the Student Health Care Center website](#).

Academic Resources

E-learning technical support: Contact the [UF Computing Help Desk](#) at 352-392-4357 or via e-mail at helpdesk@ufl.edu.

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Career Connections Center: Reitz Union Suite 1300, 352-392-1601. Career assistance and counseling services.

Library Support: Various ways to receive assistance with respect to using the libraries or finding resources.

Teaching Center: Broward Hall, 352-392-2010 or to make an appointment 352- 392-6420. General study skills and tutoring.

Writing Studio: 2215 Turlington Hall, 352-846-1138. Help brainstorming, formatting, and writing papers.

Student Complaints On-Campus: <https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/>

On-Line Students Complaints: <https://pfs.tnt.aa.ufl.edu/state-authorization-status/#student-complaint>