

Syllabus

AEB 2114L: Introduction to Agricultural Computer Applications – Spring 2026

Credits: 1 credit

Course Time and Location: Fully Online (100%)

Instructor Information: Dr. Sungeun Yoon; 2117 McCarty Hall B;
Office Hours Thursday 11 am-12 pm via [Zoom](#) or in person;
E-mail: sungeunyon@ufl.edu

Undergraduate Advisor: Ms. Michelle Baldwin; 1170B McCarty Hall A; (352)294-7640;
E-mail: baldwin.ma@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. 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 UF Catalog): Introduces spreadsheets with specific emphasis on applications used in agricultural businesses. Specific applications include data entry, formulas and functions, data visualizations, and add-ins for statistics and business decision making.

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:

NextGen for Exploring Microsoft 365, 2021 Edition (ISBN: 9780138240547)

Author: Poatsy, Mulbery, Davidson, Rutledge, Hogan, Williams, Kosharek

****Access to this textbook is provided digitally through MyLab and Mastering. While the book includes content for all Microsoft application, this class will focus on Excel (Exploring Microsoft 365: Excel 2021).**

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Course Structure

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 2021 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 (e-learning).

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. 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

Grading Policy

Course grading is consistent with [UF grading policies](#).

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

Key terms quiz (12): 10%

Cumulative assignments (12): 70%

Term project (1): 15%

Term project peer review (2): 5%

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

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Assignments

Key terms quiz (12): There are short multiple-choice quizzes based on the material of each chapter. You will have 2 attempts, keeping the highest scoring attempt. *Quizzes* are usually due at 11:59 pm on Thursday.

Cumulative chapter projects (12): 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 cumulative project. Beyond lectures videos, Simulation exercises on Pearson are an additional learning resource. *Cumulative exercises* are usually due at 11:59 pm on Friday. While collaboration is encouraged, students must turn in their own assignments from their provided (named) excel workbook.

Term project (1): Students will prepare a short marketing report in Excel that analyzes frequent user demographics and the impact of promotional efforts on consumption, using the Excel functions learned throughout the course. Data will be provided, and this is an individual assignment, however, students are encouraged to collaborate.

Term project peer review (2): Students will critique two peers' term projects and provide suggestions for improvement.

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 *Cumulative projects* depending on the operating system (i.e. macOS). Each post asking or answering a question will result in 1% extra credit (maximum 5% for the semester and 1% per module) toward your final grade (validity of each contribution is at the Professor's discretion). Please be specific in your question and include details as to what you have already tried.

I will drop the lowest cumulative and quiz and then include any extra credit to your final grade. Final grades will not be rounded. Late work can receive 10% point deduction per day at the professor's discretion. Please communicate if work will be turned in late.

Simulation training (optional): These are 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.

Course Outline

- ❖ Module 0: Introduction to Course
 - Sign up for Pearson Labs/ Watch intro lecture
- ❖ Module 1: Introduction to Excel: Workbook and Worksheet Basics
 - Due date for key terms quiz – **01/22/2026**
 - Due date for cumulative exercise – **01/23/2026**
- ❖ Module 2: Formulas and Functions: Perform Quantitative Analysis
 - Due date for key terms quiz – **01/29/2026**
 - Due date for cumulative exercise – **01/30/2026**
- ❖ Module 3: Charts: Represent Data Visually
 - Due date for key terms quiz – **02/05/2026**
 - Due date for cumulative exercise – **02/06/2026**
- ❖ Module 4: Datasets and Tables: Manage Large Volumes of Data
 - Due date for key terms quiz – **02/12/2026**
 - Due date for cumulative exercise – **02/13/2026**

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- ❖ Module 5: Subtotals, PivotTables and PivotCharts: Data Summaries and Analysis
 - Due date for key terms quiz – **02/19/2026**
 - Due date for cumulative exercise – **02/20/2026**
- ❖ Module 6: What-If Analysis: Use Decision-Making Tools
 - Due date for key terms quiz – **02/26/2026**
 - Due date for cumulative exercise – **02/27/2026**
- ❖ Module 7: Specialized Functions: Date, logical, Statistical, and Financial Functions
 - Due date for key terms quiz – **03/05/2026**
 - Due date for cumulative exercise – **03/06/2026**
- ❖ Module 8: Statistical Functions: Statistics
 - Due date for key terms quiz – **03/12/2026**
 - Due date for cumulative exercise – **03/13/2026**
- ❖ Module 9: Multiple-Sheet Workbook Management: Quality Control
 - Due date for key terms quiz – **03/26/2026**
 - Due date for cumulative exercise – **03/27/2026**
 - Due date for term project – **03/27/2026**
- ❖ Module 10: Power Add-Ins: Manage Data
 - Due date for key terms quiz – **04/02/2026**
 - Due date for cumulative exercise – **04/03/2026**
 - Due date for term project peer review– **04/03/2026**
- ❖ Module 11: Additional Specialized Functions: Use Text, Database, and Lookup Functions
 - Due date for key terms quiz – **04/09/2026**
 - Due date for cumulative exercise – **04/10/2026**
- ❖ Module 12: Templates, Workbook Inspection, and Macros: Standardizing Workbooks
 - Due date for key terms quiz – **04/16/2026**
 - Due date for cumulative exercise – **04/17/2026**
 - Due date for final term project – **04/17/2026**

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.

Academic Policies and Resources

Academic policies for this course are consistent with university policies.

See <https://syllabus.ufl.edu/syllabus-policy/uf-syllabus-policy-links/>

Campus Health and Wellness Resources

Visit <https://one.uf.edu/whole-gator/topics> for resources that are designed to help you thrive physically, mentally, and emotionally at UF.

Please contact UMMatterWeCare for additional and immediate support.

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.

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Technical Support

UF Computing Help Desk & Ticket Number: All technical issues require a UF Helpdesk Ticket Number. The UF Helpdesk is available 24 hours a day, 7 days a week. <https://helpdesk.ufl.edu/> | 352-392-4357

Privacy and Accessibility Policies

- Instructure (Canvas)
 - [Instructure Privacy Policy](#)
 - [Instructure Accessibility](#)
- Zoom
 - [Zoom Privacy Policy](#)
 - [Zoom Accessibility](#)