

## Syllabus

### **AEB 3114L: Introduction to Agricultural Computer Applications – Spring 2024**

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**Credits:** 1 credit

**Course Time and Location:**

Fully Online (100%)

**Instructor information:**

Glory Okpiaifo, PhD

- Contact Information: [g.okpiaifo@ufl.edu](mailto:g.okpiaifo@ufl.edu)
- Office Hours – Tuesdays and Thursdays (12noon – 1pm), Zoom link - <https://ufl.zoom.us/j/4068909630> and by appointment (please email)

**Communication:** Please email Dr. Okpiaifo with any questions or concerns you may have about the class this fall. Include AEB 3114 in the subject line of the email. I will do my best to respond within 24 hours during regular business hours.

**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.

**Prerequisites:** None

**Undergraduate Advisor:** Ms. Danielle Shu; 1170B McCarty Hall A; (352) 294-7640;  
E-mail: [dshu@ufl.edu](mailto:dshu@ufl.edu) Office Hours: daily-- 9:00 am – 12:30 pm and 1:30 pm – 4:30 pm

**Undergraduate Coordinator:** Dr. Misti Sharp; 1189 McCarty Hall A; (352)294-7632;  
E-mail: [mistisharp@ufl.edu](mailto:mistisharp@ufl.edu) Office Hours: Mon and Wed from 2:00 – 3:30

**FRE Technology Assistance:** Dave Depatie; 1197 McCarty Hall A; (352) 394-7641;  
E-mail: [ddepatic@ufl.edu](mailto:ddepatic@ufl.edu)

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### Expected Student Learning Outcomes:

After the successful completion of AEB 3114L, the typical student should be able to use Excel to:

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

### Course Format:

Most of this course will be completed online in a Pearson product – MyLab IT - which you will access through “Pearson Access” 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 Week 1 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 Week 1 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 expected to work additional time to do the multiple choice quizzes, and the grader assessments which will be assigned from the material. This class is asynchronous (we don't all 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 regular basis throughout the term**. Extended absences, defined as repeated failure to complete grader assessment on-time must be coordinated with the instructor.

*Please let me know if you have any questions concerning the course format*

### Course Materials:

The textbook that this class will be based on is:

Title: 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 Outline:

1. Week 1 (01/08 – 01/12): Course introduction/Sign up for Pearson Labs
2. Week 2 (01/16 - 1/19): Office 365 Common Features
  - No assessment
  - Discussion 1 due – **01/19/2024**
3. Week 3 (01/22 – 01/26): Chapter one - Introduction to Excel: Creating and Formatting a Worksheet
  - Due date for end-of-chapter quiz and grader assessment – **01/29/2024**
4. Week 4 (01/29 – 02/02): Chapter two – Formulas and Functions: Performing Quantitative Analysis
  - Due date for end-of-chapter quiz and grader assessment – **02/05/2024**
5. Week 5 (02/05 – 02/09): Chapter three – Charts: Depicting Data Visually
  - Due date for end-of-chapter quiz and grader assessment – **02/12/2024**
6. Week 4 (02/12 – 02/16): Chapter four – Datasets and Tables: Managing Large Volumes of Data
  - Due date for end-of-chapter quiz and grader assessment – **02/19/2024**
  - Discussion 2 due – **02/23/2024**
7. Week 7 (02/19 – 02/23): Chapter five – Subtotals, PivotTables and PivotCharts: Summarizing and Analyzing Data
  - Due date for end-of-chapter quiz and grader assessment – **02/26/2024**
8. Week 8 (02/26 – 03/01): Chapter six – What-If Analysis: Using Decision-Making Tools
  - Due date for end-of-chapter quiz and grader assessment – **03/04/2024**
  - Discussion 3 due – **03/22/2024**
9. Week 9 (03/04 – 03/08): Chapter seven – Specialized Functions: Using Date, logical, Statistical, and Financial Functions
  - Due date for end-of-chapter quiz and grader assessment – **03/18/2024**
10. Week 10: Spring break
11. Week 11 (03/18 – 03/22): Chapter eight – Statistical Functions: Analyzing Statistics
  - Due date for end-of-chapter quiz and grader assessment – **03/25/2024**
12. Week 12 (03/25 – 03/29): Chapter nine – Multiple-Sheet Workbook Management: Ensuring Quality Control
  - Due date for end-of-chapter quiz and grader assessment – **04/01/2024**
13. Week 13 (04/01 – 04/05): Chapter ten – Power Add-Ins: Managing Data
  - Due date for end-of-chapter quiz and grader assessment – **04/08/2024**
14. Week 14 (04/08 – 04/12): Chapter eleven – Additional Specialized Functions: Using Text, Database, and Lookup Functions (*optional*)
  - Due date for end-of-chapter quiz and grader assessment – **04/15/2024**
  - Discussion 4 due – **04/19/2024**
15. Week 15 (04/15 – 04/19): Chapter twelve – Templates, workbook inspection and macros (*optional*)
  - Due date for end-of-chapter quiz and grader assessment -- **Finals**

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*Note: The instructor reserves the right to change the terms and dates stated in this course syllabus at any time. Any changes will be communicated on e-learning as an announcement. It is solely the student's responsibility to stay informed of any changes.*

*\*\*\*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 weights:

End-of-chapter quiz: 22%

Grader assessments: 70%

Discussion board participation: 8%

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

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>

*End-of-chapter quiz:* These are short multiple-choice quizzes at the end of each chapter

*Grader assessments:* These are practical exercises that are designed to help you apply the content of each chapter to real-world scenarios. You will have 3 attempts to complete each grader assessment, with opportunities to improve on failed attempts before attempting again.

*The due dates for the quizzes and grader assessments will be posted on Canvas (and Mylab IT).*

*Discussion board:* In order to foster higher engagement, students will be required to participate in discussion boards. There will be a total of 4 discussions, which will collectively account for 8% of the final grade (2% weight on each discussion). Each discussion will involve students posting their opinions about a topic that relates to the course material. You are highly encouraged to respond to other's posts, however, you will only be graded based on your own initial post (and you will not be able to see other posts until you have posted yours). I will grade the discussion board very leniently, so please do not feel pressured to make a "perfect" post. The goal of this discussion board is just to encourage engagement with the course material, while you also earn more credit for your final grade.

Each discussion topic and the deadline for completion will be posted on Canvas.

**To determine your final grade, I will drop the lowest grader assessment and the lowest end-of-chapter quiz. In addition, chapters 11 and 12 will be optional chapters for those that**

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**need to improve other Graders or Quizzes, you can use these grades to replace two other grades from the required chapters.**

*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, including in finding and correcting your mistakes.

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

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

### 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>

### Software Use

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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**

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](mailto: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](#).

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### Academic Resources

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

*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>