

# **AEB 3114L-Introduction to Agricultural Computer Applications**

## **1 Credit**

***Class Details: Online Course, Material is provided on Canvas Online Learning Management System. No physical class meeting times are required!***

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**Zoom Office Hours:** ~~Monday, 11 am – noon.~~

You should, also, feel free to e-mail my TA or me if you have any questions!

Though you can always feel free to email us with questions, the best thing is to post the questions on the class management system section of the Discussions part of Canvas. If you have a question, probably someone else does too, and this way everyone can see the answers.

If you have a more personal question (i.e. about your grades), many students find e-mail is an easy way to reach us.

**Course Prerequisites:** None.

### **Course Materials:**

**Title:** Exploring Microsoft Office Excel 2016 Comprehensive  
**Author:** Poatsy, Mulbery, Krebs, Hogan, Rutledge & Grauer

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. The required course material will be delivered digitally through MyLab/Mastering. Should you feel you need additional print support, please visit the University Bookstore located in the Reitz Union. To opt in to the program, please go to <https://www.bsd.ufl.edu/G1C/bookstore/allaccess.asp>. OR

Students will have a choice to “Opt-In” to **MyITLab** access through a link provided in Canvas.

**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.

**Course Organization:**

Most of this course will be completed online in the MyITLab which you will access through Canvas. The content for this course is based on a Microsoft Office 2016 simulation environment where you will have the opportunity to complete practice activities and complete assignments.

**Required Materials**

All required materials will be provided on the website. Lectures are provided online. These online modules contain video lectures, PowerPoint files, and Excel files that correspond with the lectures.

**Course Format**

Lectures will be viewed online. 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 simulation exercises and the grader assessment. 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.

**Excel Chapters 1-10**

Will make up the required 10 chapters of the course. To determine your grade we **WILL DROP THE ONE LOWEST GRADER PROJECT AND THE ONE LOWEST END-OF-CHAPTER QUIZ.**

In addition chapter 11 will be an optional chapter for those that need to improve a Grader or Quiz, you can use these grades to replace another grade from the required chapters. So put another way we will use your best 9 grader project scores and your best 9 end-of-chapter quiz scores to determine your final grade.

**Grading:** Weighing of quizzes and assignments.

End-of-chapter quizzes	25%
Grader Assignments	75%

### **Final grades will be assigned as follows**

94 - 100	A
90 - 93	A-
87 - 89	B+
83 - 86	B
80 - 82	B-
77 - 79	C+
70 - 76	C
60 - 69	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>

### **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/](http://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/](http://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/](http://www.dso.ufl.edu/drc/)