# 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!*

**Professor**:        Dr. Richard (Rick) Weldon
                    Email: rweldon@ufl.edu

**TA:**              tbd
                    Email

**Office Hours: TBD**.

You should 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 to 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.

**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+ |
| 73 - 76 | C |
| 70 - 72 | 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.

**Students Requiring Accommodations**
Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the Disability Resource Center. It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester.

**Course Evaluation**
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 are 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/.

**In-Class Recording**
Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled.

The only allowable purposes are: (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding.  All other purposes are prohibited.  Specifically, students may not publish recorded lectures without the written consent of the instructor.

A "class lecture" is an educational presentation intended to inform or teach enrolled students about a

particular subject, including any instructor-led discussions that form part of the presentation, and delivered by any instructor hired or appointed by the University, or by a guest instructor, as part of a University of Florida course. A class lecture does not include lab sessions, student presentations, clinical presentations such as patient history, academic exercises involving solely student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or lecturer during a class session.

Publication without permission of the instructor is prohibited. To "publish" means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student Honor Code and Student Conduct Code.

**University Honesty Policy**
UF students are bound by The Honor Pledge: "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students 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." The Conduct Code specifies a number of behaviors that are in violation of this code and the possible sanctions. Click here to read the Conduct Code. If you have any questions or concerns, please consult with the instructor or TAs in this class.

**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.  We, the members of the University of Florida community, pledge to uphold ourselves and our peers to the highest standards of honesty and integrity.

**Student Privacy**
There are federal laws protecting your privacy with regards to grades earned in courses and on individual assignments.  For more information, please see the Notification to Students of FERPA Rights.

**Campus Resources:**

**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.

*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.

*University Police Department*: Visit UF Police Department website or call 352-392-1111 (or 9-1-1 for emergencies).

*UF Health Shands Emergency Room / Trauma Center:* For immediate medical care call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; Visit the UF Health Emergency Room and Trauma 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.

*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*: Visit the Student Honor Code and Student Conduct Code webpage for more information.

*On-Line Students Complaints*: View the Distance Learning Student Complaint Process.