

## Syllabus

### **AEB 3114L: Introduction to Agricultural Computer Applications – Fall 2022**

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#### **Course Time and Location:**

Fully Online

#### **Instructor information:**

Glory Okpiaifo

Email Address: [g.okpiaifo@ufl.edu](mailto:g.okpiaifo@ufl.edu)

Office Location: 1172 McCarty Hall, A-wing

#### **Office Hours and Location:**

Virtual – Tuesdays (12noon – 1pm), Zoom link - <https://ufl.zoom.us/j/4068909630>

In-person (or Zoom) – Thursdays (12noon – 1pm). In-person location same as office location

#### **Details about office hours:**

Please feel free to join my office hours either in-person or via zoom. If you have a time conflict and cannot make the appointed office hours, please don't hesitate to email me to schedule an appointment outside office hours. Also, feel free to email me if you have any questions at any point during the course, but **please include AEB 3114 in the subject line of the email**

#### **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: [ddepatie@ufl.edu](mailto:ddepatie@ufl.edu)

#### **Expected Student Learning Outcomes:**

At the conclusion of this course the student will be able to use Excel to:

1. Perform basic quantitative analysis
2. Depict data visually

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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 “MyLab and Mastering” 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

### Course Outline:

1. Office 365 Common Features
  - No due date for assessment
2. Chapter one - Introduction to Excel: Creating and Formatting a Worksheet
  - Due date for end-of-chapter quiz and grader assessment – **09/12/2022**
3. Chapter two – Formulas and Functions: Performing Quantitative Analysis
  - Due date for end-of-chapter quiz and grader assessment – **09/19/2022**

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4. Chapter three – Charts: Depicting Data Visually
  - Due date for end-of-chapter quiz and grader assessment – **09/26/2022**
5. Chapter four – Datasets and Tables: Managing Large Volumes of Data
  - Due date for end-of-chapter quiz and grader assessment – **10/03/2022**
6. Chapter five – Subtotals, PivotTables and PivotCharts: Summarizing and Analyzing Data
  - Due date for end-of-chapter quiz and grader assessment – **10/10/2022**
7. Chapter six – What-If Analysis: Using Decision-Making Tools
  - Due date for end-of-chapter quiz and grader assessment – **10/17/2022**
8. Chapter seven – Specialized Functions: Using Date, logical, Statistical, and Financial Functions
  - Due date for end-of-chapter quiz and grader assessment – **10/24/2022**
9. Chapter eight – Statistical Functions: Analyzing Statistics
  - Due date for end-of-chapter quiz and grader assessment – **10/31/2022**
10. Chapter nine – Multiple-Sheet Workbook Management: Ensuring Quality Control
  - Due date for end-of-chapter quiz and grader assessment – **11/07/2022**
11. Chapter ten – Power Add-Ins: Managing Data
  - Due date for end-of-chapter quiz and grader assessment – **11/14/2022**
12. Chapter eleven – Additional Specialized Functions: Using Text, Database, and Lookup Functions (*optional*)
  - Due date for end-of-chapter quiz and grader assessment – **11/21/2022**

*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!!\*\*\**

### 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	A-
87 - 89	B+
83 - 86	B
80 - 82	B-
77 - 79	C+
73 - 76	C
70 - 72	C-

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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>

*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, 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.**

*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. **I will hold (optional) sessions on Tuesdays during office hours where we will work through the exercises together. Working through the simulated exercises will help you perform better on the grader projects.**

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**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/> In general, you are expected to be in class each day and submit all work on time on e-Learning.

### **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

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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](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.

*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](#).

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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:* [Visit the Student Honor Code and Student Conduct Code webpage for more information.](#)

*On-Line Students Complaints:* [View the Distance Learning Student Complaint Process.](#)