



C-ID Descriptor

Agricultural Computer Applications

Descriptor Details

- **Descriptor Title:** Agricultural Computer Applications
- **C-ID Number:** 108
- **SUB C-ID Number:** 108
- **Units:** 3.0
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General Description

Computer use in the workplace with emphasis on agribusiness situations. Computer applications including word-processing, spreadsheets, databases, and presentation managers will be covered. Also included will be accessing information through the Internet and World Wide Web, telecommunications, an introduction to web page design and other software appropriate to agribusiness. Application of these concepts and methods through hands-on projects developing computer-based solutions for agriculture business.

Prerequisites

N/A

Corequisites

N/A

Advisories

Content

1. Introduction to the Computer
 - a. Orientation to equipment
 - b. Terminology
 - c. Operating system use and file utilities
2. Word-processing Applications in Agriculture
 - a. Creating, formatting and editing basic word processing documents
 - b. Letters, reports, higher level document skills
 - c. Phone/mailing lists
3. Spreadsheet Applications in Agriculture
 - a. Agricultural production, business planning and analyses applications
 - b. Simple agricultural accounting applications
 - c. Other agricultural business and spreadsheet applications
 - d. Creating, formatting, editing, and the use of formulas
4. Database Applications in Agriculture
 - a. Creating, inputting data, modifying tables, queries and reports
 - b. Production and farm management applications
 - c. Inventories, mailing lists and form letters, merging documents
 - d. Cloud-based computer applications
5. The Internet, World Wide Web and Agricultural Telecommunications
 - a. Internet and World Wide Web agricultural applications
 - b. Finding agricultural information on the Internet and World Wide Web
 - c. Modern media communications
6. Presentation Management Applications in Agriculture
7. Other software applications in agriculture
8. Practical exercises in
 - a. Electronic spreadsheet development
 - b. Database software
 - c. Internet technologies
 - d. Presentation management
 - e. Word processing

Lab Activities

No information provided

Objectives

At the conclusion of this course, the student should be able to:

- Create a business document utilizing a common word processor program.
- Create a multimedia presentation utilizing presentation software.
- Construct financial documents using an electronic spreadsheet.
- Manage data using database functions.
- Utilize the internet to access agricultural information
- Complete specific agricultural projects that demonstrate the ability to identify and solve problems using computers.

Evaluation Methods

Comprehensive Quizzes and Exams

Written Critical Thinking Scenarios

Problem Analysis and Solution

Demonstration of skills with various software programs

Textbooks

Grauer, Barber, *Exploring Microsoft Office 2019*, Prentice Hall (or most recent edition) *Microsoft Office 2019: Illustrated Introductory, First Course*, Cengage Learning (or most recent edition), Microsoft 365, or any other comparable text.