



LEARN | EDUCATE | APPLY | DEMONSTRATE |
| SCHOLARLY | ETHICAL | REFLECTIVE | VALUE DIVERSITY | EXPERIENCED

LEAD and **SERVE** constitute the conceptual framework for all programs for professional educators in the College of Education at NC State. They are the touchstones that assure that our students graduate with the following:

- ❖ **LEAD:** four forms of knowledge; general pedagogy, content-specific pedagogical strategies, content or discipline knowledge as well as knowledge of the context of education, including foundations, historical perspectives and school settings.
- ❖ **SERVE:** elements that show the range of skills and dispositions developed in our candidates; scholarly, ethical, reflective, valuing diversity and experienced in practical application of knowledge.

Course Syllabus

Course Prefix and Title:

AEE 226 Computer Applications and Information Technology in Agricultural and Extension Education

Course Catalog Description:

Use of computers and commercially produced agricultural software; the computer as a management tool; agricultural occupational applications of the computer; a multimedia instructional tool in agricultural classrooms and training situations; use of technology for processing information and imaging; network access; and electronic communications.

Number of credits:

3 semester hours

Date Syllabus was revised:

August 3, 2009

Course Prerequisites/Co-requisites:

There are no specific prerequisites for this course other than the desire to learn more about information technologies. A basic level of computer skill is needed to complete the assignments and turn them in correctly.

Instructor

Name: Dr. Kristin Stair, Lecturer

Email: ksstair@ncsu.edu

Office Location: 202 Ricks Hall, Box 7607 Raleigh, NC 27695-7607

Office Phone: 919-513-3838

Student Services Assistant/ Office Staff: Meg Smigielska at 919-515-2241 and Marie Walton at 919-515-8092.

Office Hours: Office hours are 1:00 – 3:00 Monday, Tuesday and Thursday. Students are welcome to visit without appointments during office hours. Other times I am available by appointment. I strongly encourage you to schedule appointments by email, because I am frequently out of the office. The best way to get in touch with me is by e-mail and I rarely check my telephone for messages.

Graduate Assistant

Emilou Phelps

egphelps@ncsu.edu

205 Ricks Hall

Class Meeting time and location

Class Meeting Time/Location: Monday 3:35 – 5:25 105 Scott Hall

Lab Time/Location: Wednesday 3:35 – 5:25 105 Scott Hall

Required Course Materials:

There is no required text book for this course. All of our resources will come from the course webpage found at <http://www.cals.ncsu.edu/agexed/aee226/index.html>.

While not required, you should seriously consider purchasing a USB drive for this class. You can then save all the projects you do in class to the USB drive as a backup. In addition to saving your assignments in the www directory on your K drive, you should also create a www folder on the USB drive and save everything there too.

Course Objectives:

The overall objective of this course is to enhance your skills in information technologies. By the end of this course the student will be proficient in using a variety of information technologies.

At the completion of this course students will be able to:

- Design web pages
- Use Word effectively for communication purposes
- Use Excel effectively for program management purposes
- Use PowerPoint effectively to communication information to others
- Manage computer files
- Evaluate the validity of information found on the Internet
- Determine what factors should be considered in selecting personal computers
- Perform basic maintenance on personal computers

General Comments Regarding Assignments

Assignments are to be submitted in via your www folder unless you are directed otherwise. When we grade your assignments we will use a URL to find your document. We have no way to look into your www folder. If a file is not named correctly we will not be able to find it! If we cannot find your file then the assignment cannot be graded. You will be notified if we cannot find your file and will be allowed to try to fix the problem however, you will receive a 10 point deduction on your assignment for each incorrect attempt.

Major Assignments/Projects

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Assignment Detail	
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Exam 1	10%
Exam 2	15%
Exam 3	10%
Dreamweaver Website	10%
Microsoft Word Research Paper	10%
Microsoft Excel Spreadsheet	10%
Microsoft Excel "Dale Green" Assignment	10%
Microsoft PowerPoint Presentation	10%
Mini Assignments and weekly activities	15%
Total	100%

Note: *For your major assignments you are to select some area of agriculture or natural resources in which you have considerable interest. Examples might be livestock evaluation, equine science, cotton production, soil conservation, whitetail deer, turf management, floral design, farm management, etc. This topic will be identified as your "agricultural theme" for the class. All of your major assignments will revolve around this theme. By the time the course is over you should have considerable knowledge about your theme and have a command of the tools necessary to communicate this information to others through the use of technology.*

1. You are to develop a **web site** (Note: the word site, this is more than a web page). You are to get the instructors approval for the web site to be developed before you start on it. Web sites about music groups, your pets, sports, hobbies, etc. are not allowed. Your web site will focus on your agricultural theme. The web site will have a home page and at least five other student developed pages that can be accessed from the home page. More details about the requirements will be provided to the class at the appropriate time. The grading rubric for this assignment will be available through the course web site. This assignment will count for 10% of your grade. The starting page for this assignment must be titled **project.html** (note-this is all lowercase with no spaces) Refer to the topical outline to see when this assignment is due.

2. You will write a **research based paper** on your agricultural theme using Microsoft Word. The major objective of this assignment is to learn how to use the many features of Microsoft Word. This paper will have footnotes, tables, charts, photographs, etc. A rubric for the assignment will be available on the course website. This will count for 10% of your grade. It is to be posted to your www directory by the time listed in the topical outline. The name of this file should be **project.docx or project.doc**.

3. You will develop an **excel spreadsheet** to that could be used with your agricultural theme. This will be a challenging task and will involve the use of formulas, lookup tables, and other advanced excel concepts. This will count for 10% of your grade. It should be posted into your www directory by the date listed on the topical outline. The name of this file should be **project.xlsx or project.xls**. Details about this assignment can be found on the course website. You will also do a major excel practicum called the **Dale Green exercise**. This project will count for 10% of your grade.

4. You will develop a **PowerPoint presentation** that meets the criteria for quality PowerPoint presentations. There will be the appropriate use of sound, images, transitions, and video. You will design the theme/template. More detail will be provided at the appropriate time. This will count for 10% of your grade. This assignment is to be posted to your www directory by the listed in the topical outline. The name of this file should be **project.pptx or project.ppt**

5. There will be variety of mini-assignments, practice exercises, and quizzes given in class. There will typically be one such activity a week. Sometimes, there could be more. These will count for 15% of your grade.

Announcements:

Any important class announcements will be made via e-mail.

As rubrics and other assignment information become available, it will be posted here.

Student Responsibilities

Do your best! We are not all computer geniuses. Each of you will come to class with a different background and knowledge regarding computer skills. Sometimes working with technology is both a blessing and a curse. While I know that it can be frustrating, I expect you to attend class and participate in all class activities. This will help you have a better knowledge of how to use these programs effectively. There are often several ways to do the same thing so you may already know how to do something, but by coming to class you may learn how to do it more quickly or efficiently. It is also your responsibility to submit assignments on or before announced due dates.

Class Attendance

When you are not in class, you are not getting the full benefit of the course. It is your responsibility to do the course work regardless of an absence. University policies on attendance, (excused and unexcused) absences, and scheduling makeup work please see: http://www.ncsu.edu/policies/academic_affairs/courses_undergrad/REG02.20.3.php.

Adverse Weather

The on-campus section of this class will meet during its regularly scheduled time period unless NC State University enacts the adverse weather policy. To determine if you should attend class during severe weather, please visit the University website for information. Your instructor will contact you via email if the class will not meet during the regularly scheduled time period or you may call the instructor's office for information, or check for an announcement via the course website.

Cellular/Digital Phones and Paging Devices

Please adjust cellular/digital phones and paging devices so that they do not interrupt the learning environment during class. Please set the controls on these devices to a silent alert mode. If you receive a call or page during class, please excuse yourself from the class to answer it. This will show respect and courtesy toward other members of the class and to the instructor/presenter. Also, while Facebook, Twitter and other social networking sites are a part of technology, I will ask that you make sure not to use them once class begins.

Laboratory Safety Policy

This course meets in a computer laboratory. Therefore, you should be carefully when moving around the lab not to trip on wires or hit the equipment.

Incomplete Grades

If by some unforeseen circumstance you get behind in your coursework, you can request in writing that you be given an incomplete as a final course grade. Your request should state the reason(s) for needing an incomplete grade, and it must be submitted no later than the last day of classes. You are also required to set up an appointment with me to discuss your request. The

Handbook for Advising and Teaching (2002) states, “At the discretion of the instructor, students may be given an incomplete grade for work not completed because of a serious interruption in their work not caused by their own negligence.” If you are granted an extension through an incomplete grade, you will have 30 days from the date of the last day of classes to submit all incomplete work.

Grading Scale

97% - 100%	=	A+	74%-76%	=	C
94%-96%	=	A	70%-73%	=	C-
90%-93%	=	A-	67%-69%	=	D+
87%-89%	=	B+	64%-66%	=	D
84%-86%	=	B	60%-63%	=	D-
80%-83%	=	B-	0% - 59%	=	F
77%-79%	=	C+			

Academic Integrity

Students are bound by the academic integrity policy as stated in the code of student conduct. Therefore, students are required to uphold the university pledge of honor and exercise honesty in completing any assignment. See the website for a full explanation:

http://www.ncsu.edu/policies/student_services/student_discipline/POL11.35.1.php

Students With Disabilities

Reasonable accommodations will be made for students with verifiable disabilities. In order to take advantage of available accommodations, students must register with Disability Services for Students at 1900 Student Health Center, Campus Box 7509, 515-7653.

http://www.ncsu.edu/provost/offices/affirm_action/dss/ For more information on NC State's policy on working with students with disabilities, please see

http://www.ncsu.edu/policies/academic_affairs/courses_undergrad/REG02.20.1.php

Class Evaluation

The Online class evaluation will be available for you to complete at the end of the semester. You will receive an email message directing you to a website where you can login using your Unity ID to complete the evaluation. All evaluations are confidential; I will never know how any one student responded to any question. Here are some useful links:

- Evaluation website: <https://classeval.ncsu.edu>
- Student help desk: classeval@ncsu.edu
- More information about ClassEval: <http://www2.acs.ncsu.edu/UPA/classeval/>

Agenda of class meetings:

Date	Topic	Lab
Week 1		Wednesday, August 19, 2009 Introduction to the course and basic file management
Week 2	Monday, August 24, 2009 Webpage Design	Wednesday, August 26, 2009 Webpage Design Lab Index.html Due
Week 3	Monday, August 31, 2009 Webpage Design	Wednesday, September 2, 2009 Webpage Design Lab Animal.html Due
Week 4	Monday, September 7, 2009 Webpage Design	Wednesday, September 9, 2009 Webpage Design Lab
Week 5	Monday, September 14, 2009 Photoshop	Wednesday, September 16, 2009 Photoshop Lab
Week 6	Monday, September 21, 2009 Accurate information on the web	Wednesday, September 23, 2009 Web Search Lab
Week 7	Monday, September 28, 2009 Exam 1	Wednesday, September 30, 2009 Webpage Design Lab Major Website Due
Week 8	Monday, October 5, 2009 Microsoft Word	Wednesday, October 7, 2009 Microsoft Word Lab
Week 9	Monday, October 12, 2009 Microsoft Word	Wednesday, October 14, 2009 Microsoft Word Lab Tabs assignment Due
Week 10	Monday, October 19, 2009 Microsoft Excel	Wednesday, October 21, 2009 Microsoft Excel Lab Microsoft Office Paper Due
Week 11	Monday, October 26, 2009 Microsoft Excel	Wednesday, October 28, 2009 Microsoft Excel Lab Dale Green Assignment Due
Week 12	Monday, November 2, 2009 Exam 2	Wednesday, November 4, 2009 Microsoft Excel lab
Week 13	Monday, November 9, 2009 Microsoft PowerPoint	Wednesday, November 11, 2009 Microsoft Excel lab Major Excel Project Due
Week 14	Monday, November 16, 2009 Microsoft PowerPoint	Wednesday, November 18, 2009 Microsoft PowerPoint Lab Turkey.pptx due
Week 15	Monday, November 23, 2009 Microsoft PowerPoint	No Class Thanksgiving Break
Week 16	Monday, November 30, 2009 Social networking and education	Microsoft PowerPoint Lab Wednesday, December 2 Major PowerPoint Project Due
Final Exam Week	Friday, December 11 1:00 – 4:00 Exam 3	