



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:

January 3, 2010

Course Prerequisites/Co-requisites:

There are no specific prerequisites for this course. However, 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.

To make up missed classes or specific questions about assignments you can also contact the class TA. Emilou will walk you through any missed material and can answer most of your questions regarding assignments or grades.

Teaching Assistant

Emilou Phelps

egphelps@ncsu.edu

205 Ricks Hall

Office Hours: Office hours are 10:00 – 12:00 Monday - Friday. Students are welcome to visit without appointments during office hours. I am usually in my office most of the day on Thursday and Friday. If you need to meet with me during a time that is not during my official office hours, you can e-mail me to make an appointment. I strongly encourage you to schedule appointments by email. I check my e-mail frequently so I will usually get back to you the same day.

Class Meeting time and location

Section 1

Class Meeting Time/Location: Monday 1:30 – 3:20 105 Scott Hall

Lab Time/Location: Wednesday 1:30 – 3:20 105 Scott Hall

Section 2

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 moodle site that is found at <http://moodle.wolfware.ncsu.edu/>. From this site you will log in using your unity ID and password. The course should be listed on the first page.

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. For grading purposes you will save your files in your K drive on the university file space. The flash drive is a good back-up in case you want to work on files at home or in case your K drive is not working properly.

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 communicate information to others
- Manage computer files
- Evaluate the validity of information found on the Internet

General Comments Regarding Assignments

Assignments are to be submitted in the www folder of your K drive 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. The basic link to find your saved files will be:

www4.ncsu.edu/~yourunityID/assignmentname

Major Assignments/Projects

Assignment Detail	
Exam 1	10%
Exam 2	15%
Exam 3	10%
Dreamweaver Website	10%
Microsoft Word Assignment	10%
Microsoft Excel Assignment	10%
Powerpoint "Turkey" Assignment	10%
Microsoft PowerPoint Presentation	10%
Mini Assignments and weekly activities	15%
Total	100%

Note: For your major projects, you should choose an agricultural based theme. This theme can be any area in agriculture, extension or education.

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 should focus on your agricultural related theme. The web site will have a home page and at least four 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 course Moodle 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 document** 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 document 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 create an excel **excel spreadsheet**. 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. This project will count for 10% of your grade.

4. You will follow the instructions on a Powerpoint assignment before designing your own. This assignment will have you use many of the different functions of Powerpoint including sound, non-linear slides, and embedding video. The name of this file should be **turkey.pptx or turkey.ppt**

5. 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**

6. 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 or will be displayed on the Moodle site.

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

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. Notes can be printed off the moodle site in advance and brought to class.

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	Monday, January 11, 2010 Intro to the course and file management	Wednesday, January 13, 2010 Introduction to Dreamweaver and Webpage Design Lab
Week 2	Monday, January 18, 2010 No Class	Wednesday, January 20, 2010 Webpage Design Lab index.html Due
Week 3	Monday, January 25, 2010 Webpage Design	Wednesday, January 27, 2010 Webpage Design Lab
Week 4	Monday, February 1, 2010 Accurate Information on the Web	Wednesday, February 3, 2010 Webpage Design Lab animal.html Due
Week 5	Monday, February 8, 2010 Photoshop	Wednesday, February 10, 2010 Photoshop Lab
Week 6	Monday, February 15, 2010 Exam 1	Wednesday, February 17, 2010 project.html
Week 7	Monday, February 22, 2010 Introduction to Microsoft Word	Wednesday, February 24, 2010 Microsoft Word Lab
Week 8	Monday, March 1, 2010 Microsoft Word	Wednesday, March 3, 2010 Microsoft Word Lab tabs.docx assignment Due
Week 9	Monday, March 8, 2010 Microsoft Word	Wednesday, March 10, 2010 Microsoft Word Lab project.docx Due
Week 10	No Class: Spring Break March 15 - 19	
Week 11	Monday, March 22, 2010 Intro to Microsoft Excel	Wednesday, March 24, 2010 Microsoft Excel lab
Week 12	Monday, March 29, 2010 Intro to Microsoft Excel	Wednesday, March 31, 2010 Microsoft Excel lab
Week 13	Monday, April 5, 2010 Exam 2	Wednesday, April 7, 2010 Microsoft Excel lab project.xlsx Due
Week 14	Monday, April 12, 2010 Microsoft PowerPoint	Wednesday, April 14, 2010 Microsoft PowerPoint Lab
Week 15	Monday, April 19, 2010 Microsoft PowerPoint turkey.pptx Due	Wednesday, April 21, 2010 Microsoft PowerPoint Lab
Week 16	Monday, April 26, 2010 Microsoft PowerPoint	Monday, April 28, 2010 Major PowerPoint Project Due
Final Exam Week	Sec 1: Monday, May 5, 2010 – 1:00 Sec 2: Friday, May 7, 2010 – 1:00	