ASCI 1309 – Technology in Agriculture and the Sciences
TR 8:00 – 9:15 am; TR 9:30 – 10:45 am

Instructor: Mr. Corey J. Owens, VIN 223, 486-6757, corey.owens@angelo.edu

Office Hours:
- Monday: 8-9, 10-11, 1-3
- Wednesday: 8-9, 10-11

Course description: An introduction to the basic operating principles of microcomputers and disk operating systems; the application of spreadsheets, word processing, data management, and presentation programs in the sciences.

Learning Outcomes:
1. Students should be able to utilize basic microcomputer applications including internet, web searching, word processing, data manipulation, and presentation software.
2. Develop familiarity with common microcomputer applications used to manage information in the sciences.
3. Students should have an understanding of the abilities/limitations of the programs being utilized in this course.

*Learning outcomes will be assessed through assignments specific to each outcome.

Required Text: ASCI 1309 Technology in Agriculture and the Sciences Lecture Notes, Owens.

Classroom Etiquette: Place cell phones on silent mode, and refrain from use during class. If cell phone use occurs, student will be warned once and then asked to leave classroom. Remove caps/hats during class.

Assignments should be sent to: corey.owens@angelo.edu with ASCI 1309 in the subject line unless otherwise stated.

Blackboard: Grades for assignments and exams will be posted on Blackboard throughout the semester.

Grades:
- Email and Internet: 25 points
- Microsoft Word: 225 points
- Microsoft Excel: 225 points
- Microsoft PowerPoint: 100 points
- Microsoft Publisher: 75 points
- Final Exam: 100 points

Pre-Tests - These are a section exam offered for Microsoft Word and Excel. If you wish to take this exam, you may, but you are not required to do so. If you make 85% or higher, you will not be required to attend class while this section is taught. If you make less than 85% or choose not to take the exam, you will be required to attend class, turn in the assignments, and take the section exam that will count for the percentage of your grade listed above.

Attendance: Attendance is essential! Official school trips do not count toward your absences. If you have a legitimate reason to miss a class, please let me know beforehand and we will make arrangements to complete assignments/exams before the absence. Missed assignments or exams not taken or turned in on time can only be made up within ONE week of the absence for a maximum of 80%. If you are sick and miss an exam, I will need a doctor's note to allow you to make up the exam for full credit. Each student has the opportunity to miss lecture a total of 3 times. If you miss more than 3 class meetings, you will lose 5 points from your final grade. For each absence thereafter, you will lose 1 point/absence. The only exception is if you have Pre-Tested out of a section.

Religious Holy Day: A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence.

Academic Honesty: If you are caught cheating on any assignment in this class you will receive a grade of zero. Angelo State University expects its students to maintain complete honesty and integrity in their academic pursuits. Students are responsible for understanding the Academic Honor Code, which is contained in both print and web versions of the Student Handbook.
Students with disabilities (academic or physical) should contact the Dean of Student Life. Thereafter, proper alterations to the requirements of this class will be made.

Tentative Schedule of Lecture and Exams

Date	Subject
Aug. 26-28	Overview, Email, Webmail, Blackboard, Internet
Sept. 3	Microsoft Word Pre-Test
Sept. 5-19	Microsoft Word
Sept. 24	Microsoft Word Exam
Sept. 26	Microsoft Excel Pre-Test
Oct. 1-17	Microsoft Excel
Oct. 22	Microsoft Excel Exam
Oct. 24-Nov. 14	Microsoft PowerPoint
Nov. 19-Dec. 5	Microsoft Publisher
Dec. 10 (8:00 class)	Final Exam (8:00 am)
Dec. 12 (9:30 class)	Final Exam (8:00 am)