

ASCI 1309 – Technology in Agriculture and the Sciences

TR 9:30 – 10:45 am

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

Office Hours:

- Monday-Thursday: 8-9; Monday/Wednesday:9-10; Monday: 1-3

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.

Lecture Notes: *ASCI 1309 Technology in Agriculture and the Sciences Lecture Notes*, Owens are available posted in Blackboard.

Assignments submitted to corey.owens@angelo.edu with ASCI 1309 in the subject line unless otherwise stated.

Exams: Exams will be administered via Blackboard/online but only during class time (9:30-10:45) on the set dates.

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

Assignments should be sent to corey.owens@angelo.edu with ASCI 1309 in the subject line in addition to a printed copy submitted in person or in the ASCI 1309 box outside my office.

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.

Course Delivery: This course will be delivered in a "flipped" format. Lectures and exams occur online via Blackboard. Class time (9:30-10:45) on Thursday will be an optional time for additional discussion, Q&A and submission of assignments, if needed. In addition to the emailed version, all assignments should be printed and turned in either during these class times or in the box outside my office by their due date.

Tentative Schedule of Lecture and Exams

Date	Subject
Jan. 26	Overview
Jan. 28	Email, Webmail, Blackboard, Internet Due
Feb. 2	Microsoft Word (lecture online)
Feb. 4	Microsoft Word #1 Due
Feb. 9	Microsoft Word (lecture online)
Feb. 11	Microsoft Word #2 Due
Feb. 16	Microsoft Word (lecture online)
Feb. 18	Microsoft Word #3 Due
Feb. 23	Microsoft Word #4 Due
Feb. 25	Microsoft Word Exam (online)
Mar. 2	Microsoft Excel (lecture online)
Mar. 4	Microsoft Excel #1 Due
Mar. 9	Microsoft Excel (lecture online)
Mar. 11	Microsoft Excel #2 Due
Mar. 16	Microsoft Excel (lecture online)
Mar. 18	Microsoft Excel #3 Due
Mar. 23	Microsoft Excel #4 Due
Mar. 25	Microsoft Excel #5 Due
Mar. 30	Microsoft Excel Exam
Apr. 1	Microsoft PowerPoint (lecture online)
Apr. 6-13	Microsoft PowerPoint
Apr. 15-22	Microsoft PowerPoint Presentations
Apr. 27-May 4	Microsoft Publisher (lecture online)
May 13	Final Exam

As a member of the Texas Tech University System, Angelo State University has adopted the mandatory [Facial Covering Policy](#) to ensure a safe and healthy classroom experience. Current research on the COVID-19 virus suggests there is a significant reduction in the potential for transmission of the virus from person to person by wearing a mask/facial covering that covers the nose and mouth areas. Therefore, in compliance with the university policy students in this class are required to wear a mask/facial covering before, during, and after class. Faculty members may also ask you to display your daily screening badge as a prerequisite to enter the classroom. You are also asked to maintain safe distancing practices to the best of your ability. For the safety of everyone, any student not appropriately wearing a mask/facial covering will be asked to leave the classroom immediately. The student will be responsible to make up any missed class content or work. Continued non-compliance with the Texas Tech University System Policy may result in disciplinary action through the Office of Student Conduct.

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. See ASU Operating Policy 10.19 Student Absence for [Observance of Religious Holy Day](#) for more information.

Academic Honesty: If you are caught cheating on any assignment in this class you will receive a grade of zero. The College of Science and Engineering adheres to the university's [Statement of Academic Integrity](#).

Accommodations for Students with Disabilities: ASU is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments of 2008 (ADAAA) and subsequent legislation.

Student Disability Services is located in the Office of Student Affairs, and is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability. It is the student's responsibility to initiate such a request by contacting an employee of the Office of Student Affairs, in the Houston Harte University Center, Room 112, or contacting the department via email at ADA@angelo.edu. For more information about the application process and requirements, visit the [Student Disability Services website](#). The employee charged with the responsibility of reviewing and authorizing accommodation requests is:

Dallas Swafford, Director of Student Disability Services
Office of Student Affairs
325-942-2047, dallas.swafford@angelo.edu
Houston Harte University Center, Room 112

Title IX: The University prohibits discrimination based on sex, which includes pregnancy, sexual orientation, gender identity, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination including: sexual assault, sex-based discrimination, sexual exploitation, sexual harassment, public indecency, interpersonal violence (domestic violence and/or dating violence), and stalking. As a faculty member, I am a Responsible Employee meaning that I am obligated by law and ASU policy to report any allegations I am notified of to the Office of Title IX Compliance.

Students are encouraged to report any incidents of sexual misconduct directly to ASU's Office of Title IX Compliance and the Title IX Coordinator at:

Michelle Miller, J.D.
Special Assistant to the President and Title IX Coordinator
Mayer Administration Building, Room 210
325-942-2022
michelle.boone@angelo.edu

You may also [file a report online](#) 24/7.

If you are wishing to speak to someone about an incident in confidence, you may contact the University Health Clinic and Counseling Center at 325-942-2173 or the ASU Crisis Helpline at 325-486-6345.

For more information, visit the [Title IX website](#).