

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/Wednesday: 8-10
- Tuesday/Thursday: 8-9
- Tuesday 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 utilized in this course.

*Learning outcomes assessed through assignments specific to each outcome.

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

Classroom Etiquette: Remove caps/hats during class. 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.

Attendance: Each student has the opportunity to miss lecture or lab a total of 3 times. 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 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. 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.

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.

Assignment submission: **corey.owens@angelo.edu** with **ASCI 1309** in the subject line unless otherwise stated.

Blackboard: Part of each exam will be administered through Blackboard. Grades for assignments and exams 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 - This is a section test. 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.

Academic Honesty: If you are caught cheating on any assignment or exam 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](#).

Tentative Schedule of Lecture and Exams

Date	Subject
Jan. 18-20	Overview, Email, Webmail, Blackboard, Internet
Jan. 25	Microsoft Word Pre-Test
Jan. 27-Feb. 15	Microsoft Word
Feb. 17	Microsoft Word Exam
Feb. 22	Microsoft Excel Pre-Test
Feb. 24-Mar. 10	Microsoft Excel
Mar. 22	Microsoft Excel Exam
Mar. 24-Apr. 19	Microsoft PowerPoint
Apr. 21-May 5	Microsoft Publisher
May 12 (8am)	Final Exam

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](#)

COVID-19: Please refer to ASU's [COVID-19 \(Coronavirus\) Updates](#)¹ web page for current information about campus guidelines and safety standards.
