

ASCI 1309 – Technology in Agriculture and the Sciences Wintermester

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

Office Hours:

- Monday-Wednesday: 8-10

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.

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

Assignments: Due at midnight of date listed. Submitted via email to corey.owens@angelo.edu with ASCI 1309 and assignment name in the subject line.

Exams: Administered via Blackboard on the set dates, and are due by midnight of that day. Once started, exams have a one and a half hour completion time.

Grades:

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

Attendance: Attendance is essential! Attendance will be recorded as a direct relation of assignments submitted. 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 TWO class periods 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.

Tentative Schedule of Assignments and Exams

Date	Subject
Dec. 13	Email, Webmail, Blackboard, Internet Assignment Due
Dec. 14	Microsoft Word
Dec. 15	Microsoft Word #1
Dec. 16	Microsoft Word #1 Due
Dec. 17	Microsoft Word #2 Due
Dec. 20	Microsoft Word #3 Due
Dec. 21	Microsoft Word #4 Due
Dec. 22	Microsoft Word Exam
Dec. 23	No Class
Jan. 3	Microsoft Excel
Jan. 4	Microsoft Excel #1 Due
Jan. 5	Microsoft Excel #2 Due
Jan. 6	Microsoft Excel #3 Due
Jan. 7	Microsoft Excel #4 Due
Jan. 10	Microsoft Excel Exam; Microsoft PowerPoint
Jan. 11	Microsoft PowerPoint
Jan. 12	Microsoft PowerPoint
Jan. 13	PowerPoint Presentation Due
Jan. 14	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.
