AGMT 108: AG BUSINESS COMPUTER APPS

Proposer:

Name:	Email:
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Effective Term:

Fall 2025

Does this course use a CA Common Course Number

No

Credit Status:

Credit - Degree Applicable

Subject:

AGMT - Agricultural Management

Course Number:

108

Discipline:

And/Or	(	Discipline	)
		Agricultural Production (Animal science, plant science, beekeeping, aquaculture)	
Or		Agricultural Business and Related Services	

Catalog Title

Ag Business Computer Applications

COS Course Description

This course will cover computer use in the workplace with emphasis on agribusiness applications. Computer applications including word processing, spreadsheets, databases, and presentation managers will be covered. Students will also learn to access information through the Internet, telecommunications, an introduction to web page design and other software appropriate to agribusiness. Students will apply these concepts and methods through hands-on projects, developing computer-based solutions for agriculture business.

Method of Instruction:

Distance Education
Laboratory
Lecture and/or Discussion

Course Units/Hours:

Course Units Minimum:

3

Lecture Hours Minimum (week)

3

Lab Hours Minimum (week)

1

Total Contact Hours Minimum (semester)

70

Total Outside Hours Minimum (semester)
105

Total Student Learning Minimum Hours (semester)
175

Repeatability:
No

Open Entry/Exit:
No

Field Trips:
Not Required

Grade Mode:
Standard Letter

TOP Code:
011200 - * Agriculture Business, Sales and Service

SAM Code:
C - Clearly Occupational

Course Content

COS Methods of Evaluation:
Mulitple choice tests
Oral presentations
Problem solving assignments or activities
Problem solving quizzes or exams
Project
Short answer quizzes or exams
Skill demonstrations

COS Course Topics:

	COS Course Topics
1	Introduction to the computer: orientation to equipment, terminology, operating system use and file utilities
2	Word processing applications in agriculture: creating, formatting and editing basic word processing documents
3	Spreadsheet applications in agriculture: creating, formatting and editing spreadsheets, using formulas in spreadsheets, using spreadsheets to work with production, management and agricultural accounting applications
4	Database applications in agriculture: creating and modifying tables, forms, queries and reports, using database applications to work with production and farm management applications
5	The Internet and agricultural telecommunications: finding agricultural information on the Internet and utilizing modern media communication tools
6	Presentation management applications in agriculture
7	Other software applications in agriculture
8	Practical exercises in electronic spreadsheet development, database software, Internet technologies, presentation management and word processing.

COS Course Objectives:

	COS Course Objectives
1	Create a business document utilizing a common word processor program.
2	Create a multimedia presentation utilizing presentation software.
3	Construct financial documents using an electronic spreadsheet.
4	Manage data using database functions.

5	Utilize the internet to access agricultural information.
6	Complete specific agricultural projects that demonstrate the ability to identify and solve problems using computers.
7	Evaluate the criteria for selecting computer hardware and software appropriate to agricultural business applications.

Course Outcomes:

	Course Outcomes
1	Students will be able to use database software to construct tables, create forms, run queries and generate reports to collect and analyze data for an agricultural business application.
2	Students will be able to use electronic mail software to handle business correspondence professionally.
3	Students will be able to use spreadsheet software to create, organize, format and calculate data in workbooks for an agricultural business application.
4	Students will be able to use presentation software to develop and deliver presentations utilizing agricultural business information.
5	Students will be able to use word processing software to communicate business information in a professional manner in the agriculture environment.

Assignments:

Assignment Type:	Details
Reading	Students will be required to read assigned chapters covering class content from the text and be prepared to discuss the reading during class sessions.
Writing	In a possible writing assignment students will create a formal cover letter with all relevant information.
Homework	In a possible homework assignment students will utilize electronic mail software to create formal business correspondence with inclusion of corresponding attachments.
Lab	In a possible lab, with direction from the instructor, students will utilize database software to develop a form to collect information in an agribusiness setting.

Representative Texts, Manuals, and/or OER that is equivalent, Other Support Materials:

Texts used by individual institutions and even individual sections will vary. The list of representative texts must include at least one text with a publication date within five (5) years of the course outline approval date.

COS Textbooks or other support materials

Resource Type:	Details
Books	Cable, Freund, Monk, Sebok, and Vermaat. Microsoft Office 365 & Office 2019 Introductory - Shelly Cashman Series: Cengage Learning, 2019.

Equity Review:

Yes

Transferable to CSU

Yes - Approved

Other Degree Attributes

Degree Applicable
Not a Basic Skills Course

Distance Learning Addendum

AGMT 108 - DLA Approved-11-2023-Fillable Form.pdf

Banner Title:

AG Business Computer Apps

Curriculum Committee Approval Date:

04/02/2025

Academic Senate Approval Date:
04/09/2025

District Governing Board Approval Date:
04/21/2025

Course Control Number:
CCC000526036

C-ID:
AG-AB108