

CO138

Agriculture Communications and Computer Applications

3 Credits

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CO138 Version: 21



Agriculture Communications and Computer Applications

Calendar Description

This is a course in oral and written communication as it relates to the agricultural community. Assignments focus on agricultural topics, employment issues, and interview skills. Assignments are related to activities students may encounter when they are part of the agricultural community. Labs will focus on computer skills related to Microsoft Office and other software applications.

Rationale

This is a required course for students in the Crop Technology program. Success in the agricultural industry requires excellent written and oral communication skills. Proficiency in writing and oral communicating is developed in a number of contexts specific to each program.

Prerequisites

None

Co-Requisites

None

Course Learning Outcomes

Upon successful completion of this course, students will be able to

1. expand on both written and oral communication skills through application of reading, writing, listening and speaking skills.
2. prepare effective business letters and other business correspondence.
3. prepare and deliver effective oral presentations.
4. use integrity in writing and prepare formal and informal reports.
5. practice skills in critical thinking and critical writing.

Lab Section:

1. perform file management tasks using Windows and Google Drive.
2. create a resume and perform basic word processing tasks using Microsoft Word.

3. create presentations using PowerPoint and Google Slides.
4. create spreadsheet applications using Microsoft Excel and Google Sheets.

Resource Materials

Required Text:

None

Reference Text:

Class notes

Conduct of Course

This course consists of in-class assignments and oral presentations by each student, written assignments, an oral presentation, resume and cover letter and lab assignments.

The course consists of approximately 42 hours of lecture plus 28 hours of lab time.

Lecture assignments will often be completed outside of lectures.

Evaluation Procedures

Evaluation:

Lab Assignments may include: <ul style="list-style-type: none"> • Windows / Google Drive • Word / resumes • PowerPoint / Google Slides • Excel / Google Sheets 	25%
Written Assignments May Include: <ul style="list-style-type: none"> • News articles • Resumes and Cover Letters • Opinion writing • Sponsor letters • Complaints 	50%
Oral Presentation	15%
Quizzes and Other Assignments	10%
Total	100%

NOTE - Late assignments will not be graded.

Grade Equivalents and Course Pass Requirements

A minimum grade of D (50%) (1.00) is required to pass this course.

Letter	F	D	D+	C-	C	C+	B-	B	B+	A-	A	A+
Percent Range	0-49	50-52	53-56	57-59	60-64	65-69	70-74	75-79	80-84	85-89	90-94	95-100
Points	0.00	1.00	1.30	1.70	2.00	2.30	2.70	3.00	3.30	3.70	4.00	4.00

Students must maintain a cumulative grade of C (GPA - Grade Point Average of 2.00) in order to qualify to graduate.

Attendance

Classroom and laboratory attendance is considered vital to the learning process and as significant to the students' evaluation as examinations and reports.

- a. Students having a combination of excused and/or unexcused absence of 20 percent or higher for the scheduled course hours will be required to withdraw and will automatically receive a "RW" (required withdrawal) for the course, regardless of any other evaluation results. (RW is a failing grade.)
- b. An excused absence is one that is verified with your Instructor. Verification should be prior to the absence or the next class day following the absence. Verification of the absence may take the form of a note from your doctor/College nurse regarding illness, or a note from another Instructor regarding a field trip or other activity, or authorization by your Instructor. An unexcused absence is anything NOT verified by the instructor prior to the absence or the next class day following the absence.

NOTE: Any exceptions to the above attendance policy (e.g. timetable conflicts, work-related issues) must be approved in writing by the Department Chair prior to the beginning of the course.

It is the students' responsibility to know their own absentee record.

Normal hours are 8:30 a.m. to 6:30 p.m., with potential for evening courses, exams or extended field trips. Students are expected to be available for classes during these times.

Course Units/Topics

Students will develop their command of the written language skills, oral communication, and presentation skills through a variety of units. These units include:

1. Basics of Communication
2. Researching Supporting Information

3. Oral Communications
4. Written Communications
5. Visual Communications
6. Communications in Agricultural Careers

Computer Lab Units

1. Perform file management tasks using Microsoft Word and Google Drive
2. Use Microsoft Word for word processing tasks and to create a resume
3. Use PowerPoint and Google Slides to create presentations
4. Use Microsoft Excel and Google Sheets to create spreadsheet applications



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