Tech Prep
In
Agriculture

A consortium of High School, Community College and University Departments

This document contains student competency requirements for the specialized area of:

Computers in Agriculture
AGRI 108
5 Credits

To receive college credit, a student must complete at least 80% of the competencies. The high school instructor should initial each competency area that is completed by the student. By initialing these competencies, the instructor is verifying the student has successfully completed college level work and has received a local grade of A or B.

Revision date: January 2008

Note: requirements for AGRI 108 and CS 110 are comparable and credit may be applied to either, but not both.
Introduction to Computers and Applications / Computers in Agriculture

Rating Scale for Performance Tasks:

4 - Highly Skilled/Proficient
   Student can complete the competency accurately.
   Student can direct others to do the competency.
   Student needs little supervision.

3 – Skilled/Performs with Minimum Supervision
   Student can perform all parts of the competency.
   Student needs only completed work spot-checked.
   A student meets speed and accuracy requirements (if any).
   Student needs minimum supervision.

2 - Limited Skills/Performs with Close Supervision
   Student can perform most parts of the competency.
   Student needs help with only the most difficult parts.
   Student needs close supervision.

1 – Exposure/Introductory
   Student can do simple basics of this competency with very close supervision.

0 - No exposure/Not Taught
   Student has had no exposure to this competency
Introduction to Computers and Applications / Computers in Agriculture

UNIT 1: Word

1.1 The student is well versed in getting around in Windows OS and is able to manage files.

1.2 The student is able to create, edit, save and print a Word document.

1.3 The student is able to format text and use links in Word.

1.4 The student demonstrates ability to format and write a Research paper.

UNIT 2: Excel

2.1 The student is able to create a worksheet and chart data.

2.2 The student can design effective worksheets and do what-if analysis.

2.3 The student use functions and data tables.

UNIT 3: Access

3.1 The student is able to open and view a database.

3.2 The student can sort, filter and query a database.

3.3 The student is able to create forms and reports from a database.

UNIT 4: PowerPoint

4.1 Students will be able to edit and view a presentation.

4.2 Student will be able to create a marketing presentation.

4.3 Student will create a presentation on any topic that they want to.

4.4 Students should be able to apply bullets and numbering, customize a color scheme, modify the slide background, and apply an animation scheme in their PowerPoint presentation.