

*Microcomputer Applications in Agriculture*  
**AGEE 110**  
**Agricultural and Extension Education**  
**Spring Semester 2009**



**Instructor**

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**Microcomputer Applications in Agriculture**  
**AGEE 110**  
**Agricultural and Extension Education**  
**Fall Semester 2008**

	<b>Section 001</b>	<b>Section 002</b>
<b>Day:</b>	Tuesday-Thursday	Tuesday-Thursday
<b>Time:</b>	8:00 a.m. – 9:15 a.m.	9:30 a.m. – 10:45 a.m.
<b>Location:</b>	G015 Agricultural Sciences	G015 Agricultural Sciences

**Course Description**

This course is intended for pre-service teachers of agriculture, cooperative extension personnel, and other agricultural and natural resources pre-professionals. Use of the microcomputer as an instructional and management tool is stressed. Sources of computerized business management, marketing, and decision-making information will be investigated. E-mail and Internet resources will also be utilized.

**Suggested Textbook**

The following textbook is “recommended” to supplement the instruction received in AGEE 110: Bunzel, T. (2007). *Master Visually Microsoft Office 2007*. Wiley Publishing, Inc.: Indianapolis, IN. (ISBN: 978-0-470-13547-1)

<http://www.amazon.com> ---- \$25.54 new/ \$5.60 used, plus shipping and handling  
<http://www.bn.com> ---- \$34.99 new/\$5.65 used, plus shipping and handling

**Course Objectives**

Upon completion of this course, the students will be able to:

- Demonstrate basic word processing techniques including:
  - Format the text and style of a document
  - Create a mail merge document
- Scan information into an electronic format including:
  - Photographs
  - Text documents
- Demonstrate basic spreadsheet techniques including:
  - Format a spreadsheet
  - Use the spreadsheet to calculate data
  - Create complicated formulas for the calculation of data
  - Create charts from spreadsheet data
- Demonstrate basic presentation skills including:
  - Create various types of presentation slides
  - Customize a presentation with special effects
  - Insert graphics and other multimedia elements into presentation

- Output the presentation in various formats
  - Use the slide presentation to give an oral report
- Demonstrate basic database skills including:
  - Create a database table
  - Use various data types in a table
  - Create a database form for data entry
  - Create a database query
  - Create a report from information within a database
- Create a web page with the following elements:
  - A title page
  - Images
  - Hyperlinked images
  - Various header types
  - Hyperlinked text
  - E-mail address
  - Horizontal rule
- Conduct research on the Internet

### **Material Requirements**

- 1 USB Flash Drive (min 1.0GB) – Due second week of class.
- Printing for Lab – Student ID or a Mountaineer Card (available for purchase at the Evansdale Library) with a positive balance. (I estimate your total printing cost for the semester to be \$10.)

### **Course Policies**

*The instructor reserves the right to change certain elements in this syllabus at any time during the semester.*

- Each student is **responsible** for his/her own learning; if you miss a class, you are responsible for finding out what was assigned.
- Assignment **deadlines** are ***ANNOUNCED DURING CLASS*** and may vary from those listed in the course syllabus.
- ***All assignments are due at the beginning of class (8:00 a.m. or 9:30 a.m.) on the date specified.***
- If a student has a legitimate excuse (such as illness), the instructor **may** waive part or all of the late penalty deduction. ***All requests for deadline extensions must be made in writing before the actual deadline (memorandum or e-mail).***
- Students will be expected to participate fully in WVU's eCampus system. Additional details will be provided in the first few days of class.

## Attendance Policy

You are expected to be on time for every class session. Attendance will be recorded and will account for 15% of your total grade. The following will be strictly enforced:

- Attendance will be recorded in the first two minutes of each class. If you are in your seat ready to work you will receive 10 points for the day.
- If you are tardy (less than 5 minutes), you will receive 5 points for the day.
- If you are more than 5 minutes tardy or you miss the entire day, you will receive 0 points for the day.
- The only exception to this policy will be students who have a valid university excuse approved by the Associate Dean.

## In-Class Assignments

You will be expected to complete and turn in a total of 6 in-class assignment (See printing card instructions in “Materials Requirement” section.). If you are absent (without a valid university excuse), you will have 7 calendar days to complete the missed assignment. **A late penalty of ten percent (5 points) will be deducted from the final score of the assignment.**

## Major Assignments

You will be expected to complete and turn in a total of 6 major assignments. Specific details of each assignment are provided in the course syllabus. **If the assignment is turned in late, a penalty of ten percent (10 points) will be deducted from the final score of the assignment.** **Late assignments will not be accepted beyond 5 calendar days of the original due date.**

## Grading Policies

*The instructor reserves the right to change certain elements in this document at any time during the semester.*

- All assignments should represent the highest degree of professionalism attainable, therefore, all aspects of the assignment, including but not limited to spelling, language, and grammar, and not just the computer components/skills will be considered in the grading process.
- All assignments will be submitted in both **electronic** & **hardcopy** formats unless you are otherwise instructed.
- At least one assignment will be submitted as an attachment to an e-mail message.
- All assignments require your **name, current date, and assignment name/number** typed in the header section of each document (**10 points deduction**).
- All multiple page assignments must be stapled when handed in.

- All instructions must be followed to earn the maximum points allowed. **This includes all instructions relative to the naming of files, etc.**
- Each assignment must be clearly written and free of errors (spelling & grammar).

### Grading Scale:

A+	=	97-100%	C+	=	77-79%
A	=	94-96%	C	=	74-76%
A-	=	90-93%	C-	=	70-73%
B+	=	87-89%	D+	=	67-69%
B	=	84-86%	D	=	64-66%
B-	=	80-83%	D-	=	60-63%
			F	=	0-59%

### Social Justice Statement

*“West Virginia University is committed to social justice. I concur with that commitment and expect to maintain a positive learning environment based upon open communication, mutual respect, and nondiscrimination. Our University does not discriminate on the basis of race, sex, age, disability, veteran status, religion, sexual orientation, color or national origin. Any suggestions as to how to further such a positive and open environment in this class will be appreciated and given serious consideration.*”

*If you are a person with a disability and anticipate needing any type of accommodation in order to participate in this class. Please advise me and make appropriate arrangement with Disability Services (293-6700).”*

### Academic Honesty Statement

*All acts of plagiarism, cheating, forgery, misrepresentation, or other dishonest practices will be handled in accordance with official West Virginia University policies.*

### Grading

Item	#	Points Each	Total Points	% of Grade
Attendance	30	10	300	15.0
Examinations	4	100	400	20.0
In Class Assignments	8	50	400	20.0
Outside Assignments	6	100-200	700	35.0
E-Mail	2	50	100	5.0
eCampus Message Board	2	50	100	5.0
Total Points			2000	

## Class Schedule

Date	Topic	Readings <i>Master Visually Microsoft 2007</i>	Assignment Due
01/13/09	<ul style="list-style-type: none"> <li>• Introduction to AGEE 110</li> </ul>		
01/15/09	<ul style="list-style-type: none"> <li>• E-mail               <ul style="list-style-type: none"> <li>▪ Email etiquette</li> <li>▪ Attachments</li> </ul> </li> <li>• WVU's MIX and eCampus system</li> <li>• Discussion boards</li> <li>• File Management Techniques</li> </ul>		
01/20/09	<ul style="list-style-type: none"> <li>• Word Processing - Basic Formatting</li> </ul>	<ul style="list-style-type: none"> <li>• Word Processing Introduction</li> <li>• Editing and Proofreading Documents</li> <li>• Changing how text looks</li> <li>• Lists – Numbered and bulleted</li> <li>• Columns and tables</li> <li>• Headers, Footers and Page Numbers</li> </ul>	
01/22/09	<ul style="list-style-type: none"> <li>• Word Processing - Mail Merges</li> </ul>	<ul style="list-style-type: none"> <li>• Mail merges</li> </ul>	<b>E-mail Assignment #1 due</b>
01/27/09	<ul style="list-style-type: none"> <li>• Word Processing-Mail Merge cont.</li> <li>• Word Processing – Additional Features</li> </ul>	<ul style="list-style-type: none"> <li>• Auto text and special characters</li> <li>• Creating columns</li> <li>• Adding graphics</li> <li>• Proofreading tools</li> <li>• Word tables</li> </ul>	
01/29/09	Internet Research Techniques	<ul style="list-style-type: none"> <li>• <i>Internet Search Tips and Techniques</i> by Robert Harris <a href="http://www.virtualsalt.com/howlook.htm">http://www.virtualsalt.com/howlook.htm</a></li> <li>• <i>World Wide Web Research Tools</i> by Robert Harris <a href="http://www.virtualsalt.com/search.htm">http://www.virtualsalt.com/search.htm</a></li> <li>• <i>Evaluating Internet Research Sources</i> by Robert Harris <a href="http://www.virtualsalt.com/evalu8it.htm">http://www.virtualsalt.com/evalu8it.htm</a></li> </ul>	
02/03/09	<ul style="list-style-type: none"> <li>• <b><u>TEST #1</u></b></li> </ul>		<b>MS Word Assignment due</b>

02/05/09	<ul style="list-style-type: none"> <li>Excel- Introduction to Formulas</li> </ul>	<ul style="list-style-type: none"> <li>Introduction to Excel</li> <li>Entering data</li> <li>Simple calculations</li> <li>Formulas and cell references</li> <li>Functions (Interest, depreciation, etc)</li> <li>Ways to view worksheets</li> <li>Charting data</li> <li>Cell borders and shading</li> </ul>	
02/10/09	<ul style="list-style-type: none"> <li>Excel – Formulas</li> </ul>	<ul style="list-style-type: none"> <li>Simple calculations</li> <li>Formulas and cell references</li> </ul>	
02/12/09	<ul style="list-style-type: none"> <li>Excel-Workbook Design</li> </ul>		
02/17/09	<ul style="list-style-type: none"> <li>Excel - Graphs</li> </ul>	<ul style="list-style-type: none"> <li>Ways to view worksheets</li> <li>Charting data</li> </ul>	
02/19/09	<ul style="list-style-type: none"> <li>Excel – Calculating Interest/ Depreciation</li> </ul>	<ul style="list-style-type: none"> <li>Functions (Interest, depreciation, etc)</li> </ul>	<b>Message Board #1 due</b>
02/24/09	<ul style="list-style-type: none"> <li>Excel – Calculating Interest/ Depreciation</li> </ul>	<ul style="list-style-type: none"> <li>Functions (Interest, depreciation, etc) continued</li> </ul>	<b>Internet Report due</b>
09/26/09	<ul style="list-style-type: none"> <li><b>Test #2</b></li> </ul>		
03/03/09	<ul style="list-style-type: none"> <li>Introduction to Basic HTML</li> </ul>	<ul style="list-style-type: none"> <li><i>5 Basic Rules of Web Page Design And Layout</i> <a href="http://www.grantasticdesigns.com/5rules.html">http://www.grantasticdesigns.com/5rules.html</a></li> <li><i>Getting started with HTML</i> by Dave Raggett <a href="http://www.w3.org/MarkUp/Guide/">http://www.w3.org/MarkUp/Guide/</a></li> <li><i>More Advanced Features</i> by Dave Raggett <a href="http://www.w3.org/MarkUp/Guide/Advanced.html">http://www.w3.org/MarkUp/Guide/Advanced.html</a></li> <li><i>Adding a Touch of Style</i> by Dave Raggett <a href="http://www.w3.org/MarkUp/Guide/Style.html">http://www.w3.org/MarkUp/Guide/Style.html</a></li> <li><i>Tizag online tutorials</i> <a href="http://www.tizag.com/beginnerT/">http://www.tizag.com/beginnerT/</a></li> </ul>	<b>E-mail Assignment #2 due</b>
03/05/09	<ul style="list-style-type: none"> <li>Web Design - Creating a Basic Web Page</li> </ul>		<b>MS Excel Assignment Due</b>
03/10/09	<ul style="list-style-type: none"> <li>Web Design - Inserting Images and Hyperlinks, scanning</li> <li>Web Design – Tables</li> </ul>	<ul style="list-style-type: none"> <li><b>Basic scanning Techniques</b> by Susan Sontag <a href="http://www.sckls.info/sysserv/tutorials/scan.pdf">http://www.sckls.info/sysserv/tutorials/scan.pdf</a></li> </ul>	
03/12/09	<ul style="list-style-type: none"> <li>Web Design</li> </ul>		<b>Message Board #2 due</b>
03/17/09	<ul style="list-style-type: none"> <li>Spring Break</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	
03/19/09	<ul style="list-style-type: none"> <li>Spring Break</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	
03/24/09	<ul style="list-style-type: none"> <li>PowerPoint Introduction – Master Slide</li> </ul>	<ul style="list-style-type: none"> <li>Introduction to PowerPoint</li> <li>PowerPoint views</li> </ul>	

		<ul style="list-style-type: none"> <li>• Columns, tables and lists</li> <li>• Adding graphics</li> <li>• PowerPoint objects</li> <li>• Color schemes/backgrounds</li> <li>• Presenting an onscreen slide show</li> <li>• Printing presentations, notes, &amp; handouts</li> </ul>	
03/26/09	<ul style="list-style-type: none"> <li>• PowerPoint-Types of PowerPoint Slides</li> </ul>		<b>Web Page Assignment due</b>
03/31/09	<ul style="list-style-type: none"> <li>• PowerPoint - Animation, Transitions and Multimedia</li> </ul>	<ul style="list-style-type: none"> <li>• Presenting an onscreen slide show</li> </ul>	
04/02/09	<ul style="list-style-type: none"> <li>• PowerPoint - Animation, Transitions and Multimedia continued</li> </ul>	<ul style="list-style-type: none"> <li>• Printing presentations, notes, &amp; handouts</li> </ul>	
04/07/09	<ul style="list-style-type: none"> <li>• Test #3-In class presentations</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	
04/07/09	<ul style="list-style-type: none"> <li>• In-class presentations continued</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	
04/14/09	<ul style="list-style-type: none"> <li>• Introduction to Access - Exploring Tables, Data Types</li> </ul>	<ul style="list-style-type: none"> <li>• Working in Access</li> <li>• Creating a database</li> <li>• Creating a table</li> </ul>	<b>PowerPoint Assignment due</b>
04/16/09	<ul style="list-style-type: none"> <li>• Access – Input Masks, Captions, Look-up Tables</li> </ul>	<ul style="list-style-type: none"> <li>• Editing a table's structure</li> <li>• Entering data</li> <li>• Formatting Access tables</li> </ul>	
04/21/09	<ul style="list-style-type: none"> <li>• Access-Forms</li> </ul>	<ul style="list-style-type: none"> <li>• Creating a Form</li> <li>• Modifying a Form</li> <li>• Adding Special Features</li> </ul>	
04/23/09	<ul style="list-style-type: none"> <li>• Access-Sorting, Filtering and Indexing Data</li> </ul>	<ul style="list-style-type: none"> <li>• Searching for data</li> <li>• Sorting, filtering, and indexing data</li> </ul>	
04/28/09	<ul style="list-style-type: none"> <li>• Access - Queries and Reports</li> </ul>	<ul style="list-style-type: none"> <li>• Simple queries</li> <li>• Creating queries</li> <li>• Creating a simple report</li> </ul>	
04/30/09	<ul style="list-style-type: none"> <li>• <b><u>TEST #4</u></b></li> </ul>		<b>Access Assignment due</b>
	<b><i>NO FINAL EXAM</i></b>		

# (AGEE 110) Fall 2009 Out of Class Assignments

## *Microsoft Word*

**Assignment** (100 points)

**SAVE: YOUR NAME WP.DOC**

Use the examples provided by the instructor and compose a cover letter and resume.

This letter will accompany your resume in applying for a job. It may be addressed to anyone of your choice and should be for a realistic job you would like to have. This letter should have appropriate wording, centering, and should be left justified. The letter must contain the following key components:

- Paragraph 1
  - Indicate how you found out about the job
  - Create interest in you as applicant
  - Ask to be considered as an applicant
- Paragraph 2
  - Indicate University and present/future status/rank
  - Indicate why you want to work for this employer
  - Indicate your specific area of interest
- Paragraph 3
  - Refer reader to resume
  - Emphasize one or two of your strongest attributes related to the job you are seeking
- Paragraph 4
  - Ask for an interview
  - Indicate how to get in contact with you

The resume should be factual and concise. **THIS IS A WORD EXERCISE:** You must use a table format and Word formatting similar to the example provided by the instructor. While this is your personal resume, it is an exercise, and will be graded on your use of Word features. Include the following “minimal” headings.

- |                           |                         |
|---------------------------|-------------------------|
| • Address                 | • Work Experience       |
| • Objective               | • Honors and Activities |
| • Education               | • Personal Information  |
| • Professional Experience | • References            |

Section breaks (next page) must be used to separate the cover letter, resume, and references. Margins should be 1 inch all the way around and you should use Times New Roman - Font Size 12. Electronic and paper copies will be turned in at the beginning of class.

# *Name (Large and Bold)*

Email:  
Home page:

<b>College Address:</b> Ave./ St./RR City, State Zip (Area code) Phone# FAX:	<b>Permanent Address:</b> Ave./ St./RR City, State Zip (Area code) Phone# FAX:
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<b>Objective:</b>	To be employed as <i>Title in Italics</i> with <b>Company Name in Bold</b> . <u>Note:</u> Set your resume up in <b>Tables</b> . <b>DO NOT USE COMPLETE SENTENCES</b> . Left column 14 Bold and right column 12 with <b>bolds</b> , <i>italics</i> , and <u>underlines</u> .
<b>Education:</b>	<b>NAME OF THE UNIVERSITY IN BOLD</b> , City, State, Zip. Pursuing a <i>Bachelor of Science</i> in Agriculture with a major in <i>Program Area</i> . Course work specializing in: animal science, plant and soil science, computers, leadership, and communications. Expected date of graduation Month, Year. <u>Note:</u> List education, experiences, activities, and information in REVERSE CHRONOLOGICAL ORDER.
<b>Professional Experience:</b>	20??-??, <i>Title, Name of Employer</i> , City, State, Zip, (phone optional). <b>Responsibilities included:</b> List experiences and/or accomplishments. Professional experiences directly related to the job you desire.
<b>Work Experience:</b>	20??-??, <i>Title, Name of Employer</i> , City, State, Zip, (phone optional). <b>Responsibilities included:</b> These experiences/jobs show that you are not afraid to work and that you learned something from them.
<b>Honors and Activities:</b>	<b>West Virginia University</b> , Morgantown, WV <u>Invited Honorary:</u> <ul style="list-style-type: none"> <li>• Alpha Tau Alpha -<i>President</i></li> <li>• Golden Key</li> <li>• Sigma Alpha Sorority -<i>Treasurer</i></li> </ul> <u>Organizations:</u> <ul style="list-style-type: none"> <li>• Collegiate FF A -<i>Vice president</i></li> <li>• Block and Bridle</li> <li>• Student Society of Landscape Architecture</li> </ul>

**NOTE: Make certain that you take the Table Borders/Lines OFF before you print your resume.** Proofread for errors, punctuation & check layout and balance.

References  
of

*Name (Large and Bold)*

This should be the same size and font as it is on the first page.

**Name, Title**

Department

Firm or University Name

Address

City, State Zip

(Area code) Phone number

FAX:

Email:

Rule of thumb is to have no fewer than three references. However, you may use up to five. They should be professors, advisors, employers, or individuals who know you, your skills, and abilities. DO NOT use old high school teachers, ministers, or relatives.

262 High Street  
Morgantown, WV 26505  
Date

Dr. E. Z. Employer, Dean  
College of Agriculture  
The Ohio State University  
2120 Fyffe Road  
Columbus, OH 43210

Dear Dr. Employer (if you don't know the person's name use Personnel Director):

### **Paragraph One**

Contains:

- Indicate how you found out about the job
- Create interest in you as applicant
- Ask to be considered as an applicant

#### Example One-

Dr. Dennis Smith, Associate Dean in the Davis College of Agriculture, Forestry and Consumer Sciences at West Virginia University, informed me of the position of Graduate Teaching Associate which has been posted in your Human Resources and Community Development department. I find the position compatible with my experience and education. Please consider me an enthusiastic applicant.

#### Example Two-

I was pleased to see your advertisement for an entry level landscape architect in the *Washington Post* last Sunday. To have the opportunity to start my professional career with Land Design, Inc. has been an ambition of mine for some time. I find the position requirements as advertised to be compatible with my experience and education. Please consider me an enthusiastic applicant.

#### Example Three-

To have the responsibility of providing leadership, supervision and direction for the Morgantown Southern States Cooperative would be a welcomed challenge. In reviewing the responsibilities for the manager position, I find them to be compatible with my experience and education. I would like to be considered a sincere applicant.

## **Paragraph Two**

Contains:

- Indicate University and present/future status/rank
- Indicate why you want to work for this employer
- Indicate your specific area of interest

### Example One –

I will be graduated from West Virginia University in Month 200\_ with a Bachelor of Science degree in Animal and Veterinary Science. I have obtained a strong background in biochemistry, chemistry, statistics, biology as well as computers and communication. I am interested in working in your College because of the excellent reputation, which your faculty has established in their discipline. I also believe that this position will fully utilize my potentialities.

### Example Two –

I will be graduated from West Virginia University in Month 200\_ with a Bachelor of Science degree in Landscape Architecture. I am interested in working for Land Design, Inc. because of your excellent reputation and the wide variety of projects in which your firm is involved. I believe working for Land Design, Inc. would give me the unique opportunity to expand my knowledge in more diverse areas while applying what I have already learned and experienced.

### Example Three –

I will be graduated from West Virginia University in Month 200\_ with a Bachelor of Science degree in Agriculture and a major in Agricultural Education. My area of focus in agricultural leadership and communications was complemented by course work and experience in animal and veterinary science, plant, and soil science and agriculture economics. I believe serving as manager of the Morgantown Southern States Cooperative would fully utilize my professional capabilities.

## **Paragraph Three**

Contains:

- Refer reader to resume
- Emphasize one or two of your strongest attributes related to the job you are seeking

### Example One –

As you can see from my resume', I have gained valuable research skills both from my course work and my work study position under the direction of Dr. Robert Dailey in the Division of Animal and Veterinary Science. The research project, which I investigated, determined the nutritive value of buffalo grass and its effect on lamb growth.

### Example Two –

As my resume' indicates, I have extensive experience in many aspects of the landscape architectural field which would contribute to Land Design, Incorporated. Through my professional and educational experience, I have excelled in commercial and residential projects both graphically and

technically. My many years of drafting experience have definitely complemented my AutoCAD and Generic CAD. My summer internship involved the present and future planning of the historic landmark, *Fallingwater*, through proposal writing and implementation,

Example Three –

As you can see from my resume', I have gained considerable experience working with persons of all ages. My volunteer experiences assisting 4-H members, my internship with the agricultural extension agent in Grant County and my work with our local veterinarian should prove valuable in serving the Morgantown Southern States Cooperative clientele.

**Paragraph Four**

Contains:

- Ask for an interview
- Indicate how to get in contact with you

Example One –

I look forward to visiting with you in more detail about my qualification at your earliest possible convenience. I will contact your office to establish a meeting time one week from the mailing of this letter. If you desire any additional information, please contact me at (304) 293- 3431 between 11:00 a.m. and 12:30 p.m. I may also be reached via my email at [wvustudent@wvu.edu](mailto:wvustudent@wvu.edu).

Sincerely,

Name

Enclosure

Example Two –

I would like to become part of your design team and am eagerly awaiting your response to confirm an interview date. At that time, I would be glad to answer any questions you may have and share with you my original drawings and master plan. I can be reached at (304) 293-1234 during working hours. If I am not available, please leave a message and I will return your call promptly. I may also be reached via my email at [wvustudent@wvu.edu](mailto:wvustudent@wvu.edu).

Sincerely,

Name

Enclosure

Example Three –

If you are looking for someone with these abilities and qualifications, I would welcome the opportunity to meet with you to further discuss your requirements and my qualifications in detail. I can be reached at (304) 599-1234. If I am not available, please leave a message and I will return your call promptly. I may also be reached via my email at [wvustudent@wvu.edu](mailto:wvustudent@wvu.edu).

Sincerely,

Name

Enclosure

Rural Route 2, Box 56  
Cucumber, WV 26237  
March 13, 2008

Mr. Joe Casto  
Farm Credit of the Virginias, ACA  
P.O. Box 431  
Ripley, WV 25271

Dear Mr. Casto,

To have the responsibility of providing financial services to the member-borrowers of Farm Credit & Country Mortgages would be a welcomed challenge. In reviewing the responsibilities for the Loan Officer position, I find them compatible with my interests, experience and education. I would like to be considered a sincere applicant.

I graduated from West Virginia University in 2003 with a Bachelor of Science degree in Agriculture and a major in Agricultural Education. My area of focus in agricultural leadership and communications was complemented by course work and experience in agricultural economics, agricultural computer applications and animal, plant and soil sciences. I am interested in working with Farm Credit & Country Mortgages because of its excellent reputation and its specific focus in the agricultural sector.

As you can see from my résumé, I have a wide range of experience and knowledge. I enjoy working with the public, and am very comfortable in leadership roles requiring a high level of work ethic, self reliance and effective communication. My most recent position as a teaching assistant, as well as my past position as a naturalist should prove valuable in serving the Farm Credit & Country Mortgages clientele.

I look forward to visiting with you in more detail about my qualification at your earliest possible convenience. If you desire any additional information, please contact me at (304) 265-5563. If I am not available, please leave a message and I will return your call promptly. I may also be reached via my email at johndoe@mix.wvu.edu.

Sincerely,

John Doe

Enclosure

## ***Internet Research Project***

### **Internet Reports (100 points)**

Save: YOUR NAME INTERNET.DOC

Exploring the Internet is as much a self-taught learning experience as it is one that can be taught from teacher to student. I can give you some pointers, however, a lot of “exploring” the Internet is based on experience gained from trial and error. In order to evaluate this experience, I have established a few conditions.

1. Each report must have an agriculture/forestry connection.
2. A minimum of four URLs will be used (cited).
3. ***All citations will be given in American Psychological Association (APA) style.***
4. Each report will contain the following:
  - a. Standard class header with your name, assignment, and date
  - b. A title for the report
  - c. Introduction - One paragraph explanation of your chosen topic
  - d. A summary of the Internet sites' contents; what did each site contain.
  - e. Conclusion - How the three sites contributed to your understanding of the research topic.
  - f. Reaction - One paragraph reaction to the process of using the Internet.
5. ***An electronic copy will be emailed to the instructor.*** A paper copy will be turned in at the beginning of class.

### **NOTES:**

1. Your total report (type written in Word) should be two pages in length, double spaced, and Time Roman 12pt font.
2. Be cognizant of spelling and grammar.

## APA Reference Style

### Article From an Online Periodical

Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Online Periodical*, volume number(issue number if available). Retrieved month day, year, from <http://www.someaddress.com/full/url/>

Bernstein, M. (2002). 10 tips on writing the living Web. *A List Apart: For People Who Make Websites*, 149. Retrieved May 2, 2006, from <http://www.alistapart.com/articles/writeliving>

### Online Scholarly Journal Article

Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Journal*, volume number. Retrieved month day, year, from <http://www.someaddress.com/full/url/>

Kenneth, I. A. (2000). A Buddhist response to the nature of human rights. *Journal of Buddhist Ethics*, 8. Retrieved February 20, 2001, from <http://www.cac.psu.edu/jbe/twocont.html>

If the article appears as a printed version as well, the URL is not required. Use "Electronic version" in brackets after the article's title.

Whitmeyer, J.M. (2000). Power through appointment [Electronic version]. *Social Science Research*, 29, 535-555.

### Article From a Database

Smyth, A. M., Parker, A. L., & Pease, D. L. (2002). A study of enjoyment of peas. *Journal of Abnormal Eating*, 8(3). Retrieved February 20, 2003, from PsycARTICLES database.

### Nonperiodical Web Document, Web Page, or Report

List as much of the following information as possible (you sometimes have to hunt around to find the information; don't be lazy. If there is a page like <http://www.somesite.com/somepage.htm>, and [somepage.htm](http://www.somesite.com/) doesn't have the information you're looking for, move up the URL to <http://www.somesite.com/>):

Author, A. A., & Author, B. B. (Date of publication). *Title of document*. Retrieved month day, year, from <http://Web address>.

**NOTE:** When an Internet document is more than one Web page, provide a URL that links to the home page or entry page for the document. Also, if there isn't a date available for the document use (n.d.) for no date.

### Chapter or Section of a Web document

Author, A. A., & Author, B. B. (Date of publication). Title of article. In Title of book or larger document (chapter or section number). Retrieved month day, year, from <http://www.someaddress.com/full/url/>.

Engelshcall, R. S. (1997). Module mod\_rewrite: URL Rewriting Engine. In *Apache HTTP Server Version 1.3 Documentation* (Apache modules.) Retrieved March 10, 2006, from [http://httpd.apache.org/docs/1.3/mod/mod\\_rewrite.html](http://httpd.apache.org/docs/1.3/mod/mod_rewrite.html)

**NOTE:** Use a chapter or section identifier and provide a URL that links directly to the chapter section, not the home page of the Web site.

### E-mail

E-mails are not included in the list of references, though you parenthetically cite them in your main text: (E. Robbins, personal communication, January 4, 2001).

### Computer Software

Ludwig, T. (2002). PsychInquiry [computer software]. New York: Worth.

For more help with citing electronic sources, see [the APA style web site's coverage of electronic references](#) or [Frequently Asked Questions about APA Style](#) from the APA web site, or visit our additional resources section.

### **Television Broadcast or Series Episode**

Producer, P. P. (Producer). (Date of broadcast or copyright). Title of broadcast [*Television broadcast or Television series*]. City of origin: Studio or distributor.

### **Single Episode of a Television Series**

Writer, W. W. (Writer), & Director, D.D. (Director). (Date of publication). Title of episode [Television series episode]. In P. Producer (Producer), *Series title*. City of origin: Studio or distributor.

Wendy, S. W. (Writer), & Martian, I.R. (Director). (1986). The rising angel and the falling ape [Television series episode]. In D. Dude (Producer), *Creatures and monsters*. Los Angeles: Belarus Studios.

### **Television Broadcast**

Important, I. M. (Producer). (1990, November 1). *The nightly news hour* [Television broadcast]. New York: Central Broadcasting Service.

### **A Television Series**

Bellisario, D.L. (Producer). (1992). *Exciting action show* [Television series]. Hollywood: American Broadcasting Company.

### **Music Recording**

Songwriter, W. W. (Date of copyright). Title of song [Recorded by artist if different from song writer]. On *Title of album* [Medium of recording]. Location: Label. (Recording date if different from copyright date).

Taupin, B. (1975). Someone saved my life tonight [Recorded by Elton John]. On *Captain fantastic and the brown dirt cowboy* [CD]. London: Big Pig Music Limited.

## *Excel Spreadsheet Assignment*

**Assignment** (100 Points)

**SAVE:** YOUR NAME EXCEL.XLS

Go to: <http://configurator.deere.com>

Select and build a piece of equipment (Select a model, select your options, make your piece of equipment unique)

Print out your price and specification sheet

Use this price in your example.

**Interest rates:** *Use the last number in your social security number to replace the ? mark in each of the following interest rates.*

You have two financing options. Option 1 consists of a \$2,000 rebate with an interest rate of 7.?  
% APR for 60 months. Option 2 includes an interest rate of 2.?  
% APR for 60 months. Create a worksheet (titled: **Interest**) capable of calculating both options in a side-by-side format.

You purchased the tractor on January 1, 2002. On a separate worksheet (titled: **depreciation**) prepare a spreadsheet to calculate the depreciation on the tractor. The tractor is a 5-year property with a salvage value of 6% of the total cost. Calculate the depreciation on the tractor using the 150% (1.5 factor) declining balance method and the standard straight line depreciation. Show a depreciation schedule for each method over each of the five (5) years.

1. Formula and/or commands must be used for all calculations. It must have the capability to recalculate costs by manipulation of data at the main data entry point.
2. **Write complete formulas by hand** adjacent to their location on hard copy.

I want you to be creative in the design of these spreadsheets. Use your creativity to generate titles, column headings, etc. that will make your spreadsheet unique. Submit the internet price and specification sheet as a part of this assignment.

## ***PowerPoint Project***

### **Assignment #1 - (100 points)**

**Save:** YOURNAME POWERPOINT.PPT

A combination of text and graphics is needed to complete this assignment. A theme to the assignment is essential. Most ideas are acceptable, however, you are expected to be creative. Please include the following minimal elements:

- At least 10 slides
  - Build effects
  - Transition effects
- Title slide
- Table
- Two columns of text
- Two column – one column text and one column graphic
- Chart
- Clip art
- Background variations
- Headers/footers
- Multiple levels of bulleted points
- Different font types (for example Arial and Time Roman) and points
- One hardcopy with all slides included (hint: you can print up to 6 “mini” slides per page.)

Electronic and paper copies will be turned in at the beginning of class.

## *Web Page Project*

### **Assignment - (200 points)**

For this assignment, you will save materials related to your site in a new folder named **LastnameWeb**. This includes your HTML code and any pictures or files used on your page. Your HTML home page file should be named **index.html**. Please create a personal home page for the World Wide Web.

Your web site will consist of at least five pages and have the following HTML features:

- A title (appears in browser title bar)
- A page title (appears within the actual page)
- At least three images (one image should serve as a hyperlink) (at least one image will be a photo and at least one image must be a graphic) (image files < 50 Kb)
- An ordered or unordered list
- At least two header types (<h6>, <h1>, etc.)
- Two hyperlinks to your favorite home pages on the WWW
- Some text in *italics*, **bold**, and underlined
- Font variations (size, face, color)
- Your e-mail address somewhere on the page (hyper)
- A horizontal rule
- A simple table
- All hyperlink must exist to all pages in the WWW site
- All pages must be linked back to the home page
- The content of the web site will be prepared in a professional manner. Failure to comply with this directive will result in the assignment not being placed on the Internet.
- The use of profanity; sexual, racial, ethnic and/or religious slurs; references to alcoholic beverages or illegal substances; and/or illegal activities in the web site will result in zero credit for this assignment.

Your in-line images may include a picture of yourself, a photo you own or have taken, or any other graphic that is available on the WWW. Make sure your web site is working by viewing it with Netscape Navigator or Microsoft Internet Explorer. All html, graphic, and pictures files must be turned.

## *Database Assignment*

**Assignment - (100 points)**

**Save: YOUR NAME ACCESS.MDB**

Using Microsoft Access and the following information, you will create a relational database. Make up a first and last name for each of the students. Make sure your names in the student table match the numbers in the activity table. John Doe is student #1 and #1 in activities is also John Doe.

### Students

Number	FIRST	LAST	ADDRESS	CITY	STATE	ZIP	Grade	PH.#
1	John	Doe	789 SW 17 <sup>th</sup>	Hometown	WV	24330	9	737-7463
2			947 HI Mt. Rd.	Memphis	WV	24738	11	268-1234
3			233 NW 37th	Hometown	WV	24331	11	753-8790
4			746 NW 1 <sup>st</sup>	Hometown	WV	25333	12	754-2633
5			254 Mad Dr.	Hollywood	WV	26957	12	788-2178
6			2899 Hill Hwy.	Pineville	WV	27623	10	666-8364
7			745 Ti-Di Rd.	Eureka	WV	23758	12	212-9876
8			12 Lakeside	Spirit Lake	WV	28465	11	345-4567
9			876 SW 5 <sup>th</sup>	Hometown	WV	27333	9	753-3746

### Activities

Number	Activity	Date
1	FFA Creed	10/1/2000
2	FFA Creed	10/1/1998
3	FFA Creed	10/1/1998
4	FFA Creed	10/1/1997
5	FFA Creed	10/1/1997
6	FFA Creed	10/1/1999
7	FFA Creed	10/1/1997
8	FFA Creed	10/1/1998
9	FFA Creed	10/1/2000
1	Greenhand Degree	10/1/2000
2	Greenhand Degree	10/1/1998
3	Greenhand Degree	10/1/1998
4	Greenhand Degree	10/1/1997
5	Greenhand Degree	10/1/1997
6	Greenhand Degree	10/1/1999
7	Greenhand Degree	10/1/1997
8	Greenhand Degree	10/1/1998
9	Greenhand Degree	10/1/2000
2	Chapter Degree	10/1/1999
3	Chapter Degree	10/1/1999
4	Chapter Degree	10/1/1998
5	Chapter Degree	10/1/1998
4	State Degree	7/1/2000
5	State Degree	10/1/2000

Your database must include the following:

- Two tables – activity and student
- A lookup table/field – city or activity list
- Two forms – student in free style and activity in tabular form
- One report and one query

## *E-Mail and Message Board Assignments*

### **Email Assignments - (2 @ 25 points for a total of 100 points)**

You will use e-mail to correspond with the instructor at least two times during the semester. The e-mail messages can several forms:

- Ask questions on a specific assignment
- Ask questions about computer usage in general
- Talk about the weather
- Make any other statement about the class

**Email messages sent as a part of classroom activities and/or requirements for other assignments (Internet Research) will not count as one of the four email messages.**

The e-mail messages can be sent anytime before the due date. **No make-up of this assignment is allowed.**

### **Message Board Assignments – (2 @ 50 points for a total of 100 points)**

You will post at least messages on the MIX message board. The messages may be in response to a message posted by the instructor or another student. You also may post a message on your own. The messages can several forms:

- Discuss a specific assignment
- Discuss issues about computer usage in general

The messages can be posted anytime before the due date. **No make-up of this assignment is allowed.**

## Major Assignment Scoring Guides

(Scoring guides are provided for your information – Actual score sheets may change without prior notification from the instructor.)

### Cover Letter

Item	Points Possible
<b>1<sup>st</sup> Paragraph</b> - Indicated how you found out about the job. - Created interest in you as applicant. - Actually asked to be considered as an applicant. - Did not use in-appropriate phrases such as: I am writing I am interested in the position of ....	<b>10</b>
<b>2<sup>nd</sup> Paragraph</b> - Indicated University and present/future status/rank. - Indicated why you want to work for this employer. - Indicates your specific area of interest.	<b>10</b>
<b>3<sup>rd</sup> Paragraph</b> - Referred reader to resume'. - Emphasized one or two of your strongest attributes related to the job you are seeking.	<b>10</b>
<b>4<sup>th</sup> Paragraph</b> - Asked for an interview. - Indicated how to get in contact with you.	<b>10</b>
<b>Misc.</b> - Spelling - Grammar - Punctuation - Spacing - Font - Margins - Letter centered on page - Enclosure on lower left of page	<b>10</b>
<b>Header</b>	<b>(-10)</b>
<b>File Name (Boone wp2)</b>	<b>(-5)</b>

### Resume

Item	Points Possible
<b>Name</b> (large and bold) <b>Email</b> <b>Left Column (14 bold)</b>	<b>5</b>
<b>Address</b> <b>Phone Number</b>	<b>5</b>
<b>Objective</b> Title (italics) Company (bold)	<b>5</b>
<b>Education</b> Name of university (bold) City, state and zip Major Course work Graduation date Reverse chronological order	<b>5</b>
<b>Professional Experience</b> Title (italics) Name of employer (bold) City, state and zip Responsibilities in reverse chronological order	<b>5</b>
<b>Work Experience/ Additional Skills</b> Title (italics) Name of employer (bold) City, state and zip Responsibilities in reverse chronological order	<b>5</b>
<b>Honors and Activities</b> Bulleted list	<b>5</b>
<b>References</b> (separate sheet) Name, Address, Phone Number	<b>5</b>
<b>Grammar</b>	<b>2</b>
<b>Punctuation</b>	<b>3</b>
<b>Spelling</b>	<b>2</b>
<b>Layout and Balance</b>	<b>3</b>
<b>Header</b>	<b>(-10)</b>

<b>File Name (Boone wp2)</b>	<b>(-5)</b>
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**Internet Research**

<b>Item</b>	<b>Points Possible</b>
Introduction	10
Findings • References to sites	10
Reactions	5
References	10
Spelling	5
Grammar/ Punctuation	5
Operational Disk File	5
Overall Effect	50
File Name	(-5)
Heading	(-10)

**Access**

<b>Item</b>	<b>Points Possible</b>
Table 1 • Minimum 8 variables • Masks • Variable captions • Lookup • Primary key	5 5 5 5 5
Table 2 • Minimum 4 variables • Masks • Variable captions	15 5 5
Form 1 • Datasheet view	15
Form 2 • Single record view • 2 linked fields • Appearance	5 5 5
Report	5
Query	5
Functional disk/file	10

**Excel Assignment**

<b>Item</b>	<b>No</b>	<b>Points</b>
<b>Interest</b>		
Set-up of problem	1@5	5
Minor Calculation	2@5	10
Major Calculations	2@10	20
Hand written formulas	2@2.5	5
Overall Appearance	1@5	5
<b>Depreciation</b>		
Set-up of problem		5
<b>Straight Line</b>		
Minor Calculations	9@.5	4.5
Major Calculations	5@2	10
<b>1.5 Declining Balance</b>		
Minor Calculations	9@.5	4.5
Major Calculations	5@2	10
Hand written formulas	6@1	6
Overall Appearance	1@5	5
<b>File Submitted</b>		
		10
<b>Header Missing</b>		
		(-10)
<b>Improper File Name</b>		
		(-5)

### PowerPoint Presentation

Item	Points Possible
Footer <ul style="list-style-type: none"> <li>Name</li> <li>Assignment</li> <li>Date</li> </ul>	<b>(-10)</b>
Functional disk	<b>(-10)</b>
File Name	<b>(-5)</b>
Minimum 10 slides	<b>5</b>
Build effects/custom animation	<b>5</b>
Transition effects	<b>5</b>
Title slide	<b>5</b>
Table <ul style="list-style-type: none"> <li>Title</li> <li>Borders</li> </ul>	<b>5</b>
Two column text	<b>5</b>
Two column slide text/graphic	<b>5</b>
Chart <ul style="list-style-type: none"> <li>Title</li> <li>Labels</li> <li>Axis labels</li> <li>Legend</li> </ul>	<b>5</b>
Clip art/photographs	<b>5</b>
Background variations	<b>5</b>
Bullet slide <ul style="list-style-type: none"> <li>Multi level</li> </ul>	<b>5</b>
Different font types and points	<b>5</b>
Hardcopy of slides (6 per page)	<b>5</b>
Grammar & Spelling	<b>5</b>
Overall Effect	<b>30</b>
30 - A+	18 - C+
28 - A	16 - C
26 - A-	14 - C-
24 - B+	12 - D+
22 - B+	10 - D
20 - B-	8 - D-

### Web Assignment

Item	Points Possible	
Folder Name	(-10)	
All files in folder	(-10)	
Page 1-5 – browser title – page title	5	
Home Page correctly named	5	
At least three images (one image should serve as a hyperlink) (at least one image will be a photo and at least one image must be a graphic) (files < 50KB)	10	
An ordered or unordered list	5	
At least two header types (<h6>, <h1>, etc.)	5	
Table	10	
Two hyperlinks to your favorite home pages on the WWW	5	
Some text in <ul style="list-style-type: none"> <li><i>italics bold underlined</i></li> </ul>	5	
Font variations (size, face, color)	5	
Your email address somewhere on the page (hyper)	10	
A horizontal rule	5	
All hyperlink must exist to all pages in the WWW site	5	
All pages must be linked back to the home page	5	
Spelling/Grammar	5	
General Effect	15	
A+ - 15	B+ - 10	C+ - 5
A - 13	B - 8	C - 3
A- - 11	B- - 6	C- - 1