# **Course Alignment for MET 1311**

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| **CO 1** | **Internet usage** - Access the internet for research and problem solving. |
| **CO 2** | **Advanced problems** - Utilize integrated software to prepare and communicate solutions to engineering technology problems |
| **CO 3** | **Presentation** - Research, prepare and make a presentation on a technical topic. |
| **CO 4** | **Engineering documents** - Create engineering documents using word processing, presentation graphics and spreadsheets. |
| **CO 5** | **Spreadsheets** - Use spreadsheets and solve problems in a variety of engineering technology disciplines |

**Note:** Course Objectives are institutionally mandated and taken from the Master Syllabus.

# **Course Structure and Alignment**

**Note:** Topic Objectives are developed by the course coordinator to align with the Course Objectives.

| **Topic** | **Objectives** | **CO #** | **Materials** (e.g., textbook; videos; links; articles; recorded lectures or demos; other resources) | **Activities** (e.g., watch videos; participate in discussions; draft or outline; complete simulations, labs, or practice activities) | **Assessments** |
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| **Unit 1 Communication** | * Describe the parts of eLearn and the use of the various tabs. * Recognize the communication process. * Describe the importance of writing in technical professions. * Identify ways to become an effective writer. * Describe the types of communications in which engineers and technicians must be proficient. * Identify presentation, document, and spreadsheet applications. * Communicate using eLearn email. * Identify ethical computer use. | 1 | Video's  Powerpoint  Articles | Video's  Powerpoint  Articles | Quiz,  Sending an email assignment Informed consent |
| **Unit 2 PowerPoint** | * Use text functions on the home tab. * Select a presentation theme. * Insert clip art and photos. * Perform page set-up. * Select and modify theme backgrounds. * Insert smart art, graphics, text boxes and hyperlinks. * Insert tables, charts, graphs and object files. * Add headers and footers and notes. * Create a PowerPoint presentation. | 2,3, | Video's  Powerpoint  Articles | Video's  Powerpoint  Articles | Preassessment Post assessment  My Hobby Assignment |
| **Unit 3 Word** | * View a document and navigate through it. * Check spelling and grammar. * Type unusual symbols. * Format text (font, font size, text style, color). * Justify text. * Create lists. * Clear formatting. * Insert pages. * Organize text in tables. * Display text as Word Art. * Create text boxes. * Divide text into columns. * Add pictures. | 4,2,3 | Video's  Powerpoint  Articles | Video's  Powerpoint  Articles | Pre assessment Post Assessment Memo Editing Assignment Degree Program Newsletter |
| **Unit 4 Excel** | * Type and format data. * Move around a spreadsheet. * Search a spreadsheet. * Edit a spreadsheet. * Create formulas. * Use functions. * Edit formulas. * Apply conditional formatting. * Understand the parts of a chart. * Create a chart. * Edit a chart. * Modify the parts of a chart. * Create tables and charts using formulas. * Manipulate data with goal seeking. * Create multiple scenarios. | 1,2,3,4,5 | Video's  Powerpoint  Articles | Video's  Powerpoint  Articles | Preassessment Post Assessment Occupational Outlook Handbook Pareto Analysis Control Chart Assignments |
| **Unit 5 Integrated Final Project** | * Integrate Word, PowerPoint and Excel into a project book. * Complete end-of-course survey. | 1-5 | Video's  Powerpoint  Articles |  | Integrated project |