PELLISSIPPI STATE TECHNICAL COMMUNITY COLLEGE
MASTER SYLLABUS

INTRODUCTION TO MECHANICAL ENGINEERING TECHNOLOGY
MET 1001

Class Hours: 0.0 **Credit Hours: 1.0**

Laboratory Hours: 3.0 **Date Revised: Fall 1998**

Note: This course is not designed for transfer credit.

Catalog Course Description:

Introduction to current opportunities in the field of Mechanical Engineering Technology. Topics include work related safety issues and basic lab report and presentation skills. Hands on use of Wordperfect, Excel, Power Point, and other program specific software programs.

Entry Level Standards:

This course is open to all students in the engineering technologies. However, an interest in Mechanical Engineering Technologies will make the course work more meaningful to the learner.

Prerequisites/Corequisites: None

Textbook(s) and Other Reference Materials Basic to the Course:

Instructor generated handouts will be provided.
2 inch, 3-ring binder
3½ inch diskette (1.44M, IBM formatted)

I. Week/Unit/Topic Basis:

Week	Topic
1	Course introduction; review syllabus and course requirements; discuss career opportunities in MET three options; computer hardware basics; intro and tutorial on Windows 95.
2	Safety issues: personal and equipment; practicing good study skills; review Windows 95; file management techniques on the PC; file sharing with LAN.
3	Review file management and sharing; explain MET report requirements; Wordperfect and Word processing; printing from AUTOCAD; e-mail usage.
4	Run Windows 95: word processing and printing; produce a spreadsheet with Microsoft Excel; Design a Power Point presentation.
5	Run Microsoft Excel and Power Point; go to ERC for Internet lesson; Intro to program-specific software.

II. Course Objectives*:

A. Explain career opportunities in MET. I, IV, V

B. Explain both personal and equipment safety practices. I, III, V

C. Use applicable software packages to produce documents in the required MET format. I, II, III, IV, V

D. Use the Internet to explore development in technology. I, II, III, IV, V

*Roman numerals after course objectives reference goals of the MET program.

III. Expectations for Student Performance*:

Upon successful completion of this course, the student should be able to:

1. Identify career opportunities in MET. A
2. Recognize personal safety issues in a shop environment. B
3. Explain Equipment safety issues. B
4. Identify and name the basic components of a personal computer (PC). C
5. Produce a word processed document with a title page. C
6. Print a drawing from AUTOCAD. C
7. Build a cutting speed chart using Microsoft Excel spreadsheet. C
8. Design a simple presentation using Microsoft Power Point. C
9. Search the Internet for MET related articles on new technologies. D
10. Send and receive internal and external e-mail messages. C

*Letters after performance expectations reference the course objectives listed above.

IV. Evaluation:

A. Testing Procedures: None

B. Laboratory Expectations:

Evaluation of laboratory work is required in this course. Total evaluation is based on the following point distribution.

Project 1: Parts of a PC 5 points
Project 2: Safety issues 10 points
Project 3: Word processing 15 points
Project 4: Print AUTOCAD drawing 5 points
Project 5: Cutting speed chart 10 points
Project 6: Presentation 15 points
Project 7: Internet search 10 points
Project 8: e-mail messages 5 points

Guidelines and requirements for each project will be provided by the instructor.

C. Field Work:

Based on instructor observation during the course, each student will be evaluated on participation activities. Evaluation parameters to include active participation in class discussions, being prepared, efficient use of lab time, striving to achieve more than minimum requirements, and regular attendance.

D. Grading Scale:

A	92-100
B+	88-91
B	83-87
C+	79-82
C	74-78
D	65-73
F	Below 65

V. Policies:

A. Attendance Policy:

Pellissippi State Technical Community College expects students to attend all scheduled instructional activities. As a minimum, students in all courses must be present for at least 75% of their scheduled class and laboratory meetings in order to receive credit for the course. Individual departments/programs/disciplines, with the approval of the vice president of Academic and Student Affairs, may have requirements that are more stringent.

B. Academic Dishonesty:

Cheating on an assigned project will not be tolerated and will result in immediate dismissal and automatic failure of the course. Assistance from other students is encouraged during the learning stages of the course, but each student is responsible for completing his/her own course assignments.

C. Safety and Equipment Abuse:

Repeated safety violations will result in a reduction of final grade, at the instructor' s discretion. Flagrant violations which result in equipment damage or personal injury will result in automatic failure of the course.