

**PELLISSIPPI STATE COMMUNITY COLLEGE
MASTER SYLLABUS**

**ENGINEERING TECHNOLOGY TECHNICAL COMMUNICATION
ENGT 1010**

Class Hours: 3.0

Credit Hours: 3.0

Laboratory Hours: 3.0

Revised: Fall 2014

Catalog Course Description:

The student learns the basic skills, knowledge, and abilities to successfully communicate in the technical environment. Various applications for word processing, problem solving, and graphing along with generating presentation aids for required technical presentations, are covered. Outcomes are accomplished through project-based, hands-on use of computer applications required by the department, including e-mail, internet, Windows, Excel, PowerPoint, Word and other program-specific software.

Entry Level Standards:

This course is open to all students in the engineering technologies.

Prerequisites:

None

Textbook(s) and Other Course Materials:

No text; instructor generated handouts

I. Week/Unit/Topic Basis:

Week	Topic
1	Course Introduction E-Mail Windows Word
2-3	PowerPoint Oral Presentations
4	Résumé Writing (Placement Director) Excel
5-6	Presentation 1 Excel
7	Excel
8	Educational Resource Center (Guest Speaker)

	Excel 1
9	Presentation 2
10-15	Financial Aid representative (Guest Speaker) Excel 2 (Week 12) Teaming Final Project & Presentations

Note: Mandatory Attendance Is Required At All Class Sessions Which Have A Guest Speaker Scheduled.

II. Engineering Technology General Outcomes (Educational objectives)

- I. Apply basic engineering theories and concepts creatively to analyze and solve technical problems
- II. Utilize with a high degree of knowledge and skill equipment, instruments, software, and technical reference materials currently used in industry.
- III. Communicate effectively using developed writing, speaking, and graphics skills.
- IV. Assimilate and practice the concepts and principles of working in a team environment.
- V. Obtain employment within the discipline or matriculate to a four year program in engineering or industrial technology

III. Engineering Technology Concentration Competencies*

Students will:

- A. Apply the knowledge, techniques, skills, and modern tools for the concentration of study to specifically defined engineering technology activities
 - B. Demonstrate the knowledge of mathematics, science, engineering and technology to engineering technology problems using developed practical knowledge
 - C. Conduct and report the results of standard tests and measurements, and conduct, analyze and interpret experiment or project results
 - D. Function effectively as a member of a technical team
 - E. Identify, analyze and solve specifically defined engineering technology-based problems
 - F. Employ written, oral and visual communication in a technical environment
- At the program level all 6 competencies apply to roman numerals I – V of the Engineering Technology General Outcomes (Educational objectives) listed above.

VI. Course Goals*:

The course will:

1. Enhance understanding of the Windows working environment. (A,B,D,E,F)
2. Develop skills in problem solving by utilizing the computer effectively for engineering technology applications. (A,B,D,E,F)

3. Enhance skills to send and receive internal and external E-Mail messages, navigate the PSTCC web site, and access the PSTCC online library. (B)
4. Develop skills to produce a "word-processed" document with table and imported materials. (B,F)
5. Develop skills to create problem-solving spreadsheets using Excel. (A,E,F)

*Capital letters after Course Goals reference Engineering Technology Program Goals.

V. Expected Student Learning Outcomes*:

The student will be able to:

- a. Send and receive internal and external E-Mail messages. (1, 3)
- b. Access and utilize the "MYPELLISSIPPI" web page. (1, 3)
- c. Access and utilize the PSTCC online library. (1, 3)
- d. Produce "word-processed" technical documents through individual or collaborative effort. (2, 4)
- e. Build problem-solving spreadsheets using Excel. (2, 5)
- f. Produce graphs and trend lines for data analysis. (2, 5)
- g. Design a presentation using PowerPoint. (6, 7, 9)
- h. Deliver presentations using proper speech techniques as an individual or as a member of a team. (6, 7, 9)
- i. Identify and use the proper Windows working environment to accomplish assigned tasks. (1, 3, 5, 7, 9)
- j. Recognize and explain methods for lifelong learning. (8)
- k. Demonstrate the ability to actively participate in a teaming environment. (9)
- l. Resolve conflicts commonly associated with teaming process. (9)
- m. Assess and develop individual skills in a teaming environment. (9)

* Numbers after Expected Student Learning Outcomes reference the course goals listed above.

VI. Evaluation:

A. Testing Procedures:

Evaluation of student work is required in this course. The instructor will provide guidelines and requirements for each project. Total evaluation is based on the following point distribution.

A.	Projects	(90 Points)
	Project 1: Résumé	(10 Pts)

Project 2: Presentation #1	(5 Pts)
Project 3: Presentation #2	(15 Pts)
Project 4: Excel #1	(15 Pts)
Project 5: Excel #2	(20 Pts)
Project 6: Teaming & Presentation	(25 Pts)

B. Participation (10 Points)

Based on instructor observation during the course, each student is 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.

B. Grading Scale:

A	93-100
B+	88-92
B	83-87
C+	79-82
C	74-78
D	65-73
F	Below 65

VII. Policies:

A. Attendance Policy:

Pellissippi State expects students to attend all scheduled instructional activities. As a minimum, students in all courses (excluding distance learning courses) must be present for at least 75 percent 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 Affairs, may have requirements that are more stringent. In very specific circumstances, an appeal of the policy may be addressed to the head of the department in which the course was taken. If further action is warranted, the appeal may be addressed to the vice president of Academic Affairs.

B. Academic Dishonesty:

Academic misconduct committed either directly or indirectly by an individual or group is subject to disciplinary action. Prohibited activities include but are not limited to the following practices:

- Cheating, including but not limited to unauthorized assistance from material, people, or devices when taking a test, quiz, or examination; writing papers or reports; solving problems; or completing academic assignments.
- Plagiarism, including but not limited to paraphrasing, summarizing, or directly quoting published or unpublished work of another person, including online or computerized services, without proper documentation of the original source.
- Purchasing or otherwise obtaining prewritten essays, research papers, or materials prepared by another person or agency that sells term papers or other academic materials to be presented as one's own work.
- Taking an exam for another student.
- Providing others with information and/or answers regarding exams, quizzes, homework or other classroom assignments unless explicitly authorized by the instructor.
- Any of the above occurring within the Web or distance learning environment.

C. Accommodations for disabilities:

Students that need accommodations because of a disability, have emergency medical information to share, or need special arrangements in case the building must be evacuated should inform the instructor immediately, privately after class or in her or his office. Students must present a current accommodation plan from a staff member in Services for Students with Disabilities (SSWD) in order to receive accommodations in this course. Services for Students with Disabilities may be contacted by sending email to disabilityservices@pstcc.edu, or visiting Goins 127, 132, 134, 135, 131. More information is available at <http://www.pstcc.edu/sswd/>.

D. Other Policies:

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 could result in automatic failure of the course.