

MET 1131 - 2013-2014 Classroom Syllabus Template

Sinclair Community College

Course Requirements:

Students will need a USB drive for use in this class.

Class Policies:

Students are expected to participate in all scheduled course activities. Students will log in and record their class attendance each class period. It is the responsibility of students who come in late to notify the instructor of their attendance for that class period. Please notify the course instructor in advance by phone or angel email if you will not be in class. Attendance is a graded element of this class. The daily attendance penalty for absence will be reduced by 50% if you notify your instructor of your absence by phone or angel email IN ADVANCE.

Evaluation/Grades:

Activities and Assignments	Percentage	Grading Scale
Homework	35%	89.51-100 A
Tests	45%	79.51-89.5 B
Powerpoint Presentation	15%	69.51-79.5 C
Discussion Forums	5%	59.51-69.5 D
		0-59.5 F

Course Schedule:

Class	Topics and Reading Assignments	Homework Assignments (Due next class period)
1	Importance of Communication Wang Chapters 1, 2, 4, 20 Beer Chapter 1 and Chapter 4, pp 76-78 and 86-89	Discussion Forum: Introduction HW: Sending a Professional Email HW: Examples
2	Introduction to PowerPoint Wang Chapters 3, 11 and 12, pp 247-256 Beer Chapter 8	HW: Intro to PowerPoint
3	Introduction to PowerPoint continued	Discussion Forum: Technical Documents HW: Green Design PowerPoint
4	Working with PowerPoint Beer Chapter 9	HW: Final Green Design PowerPoint
5	Working with PowerPoint continued Present Green Design PowerPoint	Discussion Forum: PowerPoint in the Workplace
6	PowerPoint Exam	
7	Introduction to Word Wang chapter 5 pages 67-68, Chapter 6 pages 89-136 Beer chapter 2, pages 13-35 and chapter 4, pages 75-86 and 93-94	HW: Memo Editing
8	Working with Word Wang chapter 7 pages 109-136	Discussion forum: Microsoft Word in the Workplace HW: Degree Program Newsletter
9	Word Exam	
10	Introduction to Excel Wang chapter 8 pages 139-170	HW: Supplier Discount Spreadsheet
11	Working with Excel	Discussion Forum: Clear Writing

	Wang chapter 9 pages 171-198 Beer chapter 7 pages 151-163	HW: Statistical Formulas
12	Working with Excel Wang chapter 10 pages 199-226	HW: Pareto Analysis
13	Working with Excel	HW: PuttPutt Automotive Payroll
14	Excel Exam	
15	Integrated Project	Discussion Forum: Microsoft Excel HW: Integrated Project
EVALUATION WEEK	Integrated Project Presentation	

Make-up Work:

Late work is penalized on a sliding scale per the grading rubric.

Testing Information:

Tests must be taken as scheduled. Failure to pre-coordinate absences on testing days will result in a 50% test score penalty. The instructor reserves the right to determine if your excuse for not taking the test on-time is acceptable. Late testing will be arranged in the testing center on campus.