

Nashville State Community College
Computer and Engineering Technologies Division
Electrical Engineering Technology

Master Course Syllabus

ENGT 1000 Intro to Engr Technology

3 Credits

2 Class Hours

2 Lab Hours

An introduction to any engineering technology discipline. The course prepares the students to be successful in the technology programs offered at Nashville State Community College. Included are business organization and communication techniques such as preparing a notebook, email and attachments, use of Excel® spreadsheet, use of PowerPoint®, use of Internet®, working in teams, scanning, Paint Shop Pro® developing an action plan, making a proposal, and introduction to several case studies. Students will learn technical concepts by solving authentic real-world problems.

Prerequisites: None

Instructor Information:

Name:

Email:

Office Phone:

Office Location:

Office Hours:

Textbook and Other Materials:

Textbook:

No textbook is required for this course on main campus.

Cookeville campus requires Introduction to Engineering Technology, Pond, Pearson, 7th edition, 2009, ISBN-10 01-3515-430-8, ISBN-13 9780135154304 \$78.00.

Reference Materials:

Supplies:

Course Outcomes:

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

- Identify the differences between the college's engineering technology programs and distinguish between them.
- Skills knowledge, roles and responsibilities of technical personnel such as technicians, technologists, and engineers in industry.
- Utilize available resources including the library and electronic information retrieval services.
- Use a personal computer to organize files, send and receive email, research topics, prepare documents including: papers, tables, graphs, spreadsheets, and presentations.

- Find solutions to authentic situations using the case study approach.
- Work in a team and be able to make a group presentation using technical information.

Course Competencies:

The following are detailed course competencies intended to support the course outcomes

Course objectives will be pursued through reading, written and oral presentations, lectures, class discussions, independent and group interaction, sketches, written and verbal problem solving, drawings, films, overheads and slides.

Course Assessments:

The following performance assessments will be used to demonstrate students' understanding, knowledge and skills:

Grading Policy

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|-----------------------------|-----|
| 1) Assignment | 15% |
| a) Geometry Review | |
| b) Excel Problems | |
| 2) Attendance | 15% |
| 3) Case Studies | 50% |
| 4) Portfolio | 10% |
| 5) Reflective Essay & Final | 10% |

Grading Scale:

A (90-100%), B (80-89%), C (70-79%), D (60-69%), F (less than 60%)

Topics to Be Covered:

WEEK	TOPIC
1	Introductions and Learning Outcomes ; Student Responsibilities and Handouts; Portfolio Requirements. Individual/Team ranking exercise (NASA moon voyager project).
2	Lynda.com Essential training. Window 7 Essential Training modulus 0-3 (113 minutes). A visit to the library. Modules 4-7 (104 minutes).
3	Modules 8-10 (72 minutes & D2L quiz. Window 8.1 Essential training.
4	Modules 8.1, 0-3 (communicating with contacts using skype (113 minutes) module 3 (working with photos 0- 6 (connecting to another computer with remote desktop) 99 minutes.
5	Modules 6 (selecting sharing options for networks – 9 (78 minutes) and D2L quiz. Individual assignment: spreadsheet requirements (Identification, titles, labeling of Axes). Practice on Excel program. Introduction and practice on power point. Excel Assignment.

WEEK	TOPIC
6	Team Etiquette and learning Cycle Technique. Show videos "Apprentice and The Deep Dive." Case study Number One: NTKB, "Home with a view (HWAV).
7	Case Study Number One: HWAV continues
8	Case Study Number One: Finish case study 1 and make presentations by each group.
9	Case Study Number Two " Lights out" Case study two : Reflective Essay/ presentation
10	Case Study Number Three: We May Lose Our Best Customer: (WMLOBC) Case Study Number Three: Conclusion/presentation
11	Case Study Number Four: : Hiking 911/ Wolf Creek Dam
12	Case Study Number Four continues
13 &14	Case Study Number Four: Reflective Essay/presentation/Final

Testing Out

Any student who wants to test out of this course, will be given a test covering the following:

- Skills knowledge, roles and responsibilities of technical personnel such as technicians, technologists and engineers in industry.
- Computer skills on spreadsheet requirement (identification, title, labeling of axes of graphs.) Excel program and power point.
- Will submit a portfolio, showing records of case studies done; the case studies enhancing problem solving skills, team work, leadership skills, critical thinking, creativity and planning.

Attendance Policy

A student is expected to attend all scheduled classes and laboratories. Each instructor will formulate an attendance policy and provide it on the course syllabus. Absences are counted from the first scheduled meeting of the class, and it is the responsibility of each student to know the attendance policy of each instructor in whose class he/she is enrolled. If a student is absent from a class, he/she should give an advanced explanation to the instructor. Absences in a course may affect a student's final grade. The student is responsible for all assigned work in the course regardless of excused or unexcused absences. Tardiness may also affect a student's final grade.

Failure to attend class will result in a final course grade of "FA" or "FN" (see explanation below) depending on the individual instructor's course policy.

FA= failure, attendance-related (unofficial withdrawal) Last recorded date of attendance required.

FN= failure, never attended class (unofficial withdrawal)

Student Communication Channels

It is the student's responsibility to check D2L and MyNSCC email on a regular basis. These are the official communication channels between the college and students. Students are responsible for the information communicated through those channels. D2L contains specific course information and MyNSCC contains information important for other purposes.

Early Warning System

Nashville State Community College has implemented an Early Warning System to notify students via e-mail about academic problems such as poor classroom attendance, poor performance on assignments/tests, poor communication skills, late/missing assignments, and/or lack of classroom participation. Please note that Early Warning Alerts do not affect a student's academic standing.

ADA Compliance Statement

Nashville State complies with the Americans with Disabilities Act. Please contact the Access Services Coordinators at 615-353-3721 or 615-353-3741 if you would like to arrange ADA accommodations.

Classroom Misconduct

Nashville State Community College has a zero tolerance policy for disruptive conduct in the classroom. Students whose behavior disrupts the classroom will be subject to disciplinary sanctions. Please consult your Student Handbook for more specific details.

The instructor has primary responsibility for control over classroom behavior and maintenance of academic integrity. He/she can order temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or in conduct which violates the general rules and regulations of the College.

Disruptive behavior in the classroom may be defined as, but is not limited to, behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students and professors, repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught, failure to cooperate in maintaining classroom decorum, etc.), the continued use of any electronic or other noise or light emitting device which disturbs others (e.g., disturbing noises from beepers, cell phones, palm pilots, lap-top computers, games, etc.).

Please be aware that children are not allowed in class or unattended on campus.

Academic Dishonesty (Honor Code)

Any form of academic dishonesty, cheating, plagiarizing, or other academic misconduct is prohibited. "Plagiarism may result from: (1) failing to cite quotations and borrowed ideas, (2) failing to enclose borrowed language in quotation marks, and (3) failing to put summaries and paraphrases in your own words (A Writer's Reference 331). Academic dishonesty may be defined as, but is not limited to, intentionally trying to deceive by claiming credit for the work of another person, using information from a web page or source without citing the reference, fraudulently using someone else's work on an exam, paper, or assignment, recycling your own work from another course, purchasing papers or materials from another source and presenting them as your own, attempting to obtain exams/materials/assignments in advance of the date of administration by the instructor, impersonating someone else in a testing situation, providing confidential test information to someone else, submitting the same assignment in two different classes without requesting both instructor's permission, allowing someone else to copy or use your work, using someone else's work to complete your own, altering documents, transcripts or grades, and forging a faculty/staff member's signature.

In addition to other possible disciplinary sanctions that may be imposed through regular college procedures as a result of academic dishonesty the instructor has the authority to assign an "F"

or a “Zero” for the exercise, paper, or examination or to assign an “F” for the course. Students may appeal through the appropriate college grade appeal procedures.

Inclement Weather Policy

In the event of an inclement weather event, check the Nashville State web site home page at www.nsc.edu for announcements on campus closures. Campus closures will also be announced on local television stations (channels 2, 4, 5, and 17).

When classes are cancelled, an online assignment will be posted in NS Online. Check your NS Online email for a message from your instructor regarding your online assignment requirements. Even though classes may be cancelled, some areas, i.e. Testing Center, may be open.

However, you should check before commuting to campus.

The Vice President for Academic Affairs and the Director of Security are responsible for cancellation decisions during an inclement weather event for the Nashville State main campus and the Southeast campus. Cookeville, Waverly, and Dickson Campus Directors will make class cancellation decisions based on conditions in their respective areas. Decisions about class cancellations are based on actual conditions, not forecasts. The perspective used for making decisions is that of the college as an employer, not as a K-12 institution. Students should use their own best judgment in determining whether to report to campus during inclement weather when classes are not cancelled.

NOTE: This syllabus is meant simply as a guide and overview of the course. Some items are subject to change or may be revised at the instructor’s discretion. Each instructor will further clarify their criteria for grading, classroom procedures, attendance, exams and dates, etc. on his/her course syllabus.