

Engineering Technology –ECET Option

Course Number and name: ET 120 Computation and Presentation Software

Credits & Contact Hours: 3cr. each week has three lectures of 50 min. each. Total semester contact hours are approximately 37.5.

Instructor's name: Carmen C. Boje

Textbook title, author, and year: Shaffer/Carey/Parsons/Oja//Finnegan
New Perspectives on Microsoft Office 2010, First Course, (ISBN 978-0-538-74653-3)
Course Technology, 2011

supplemental materials - Microsoft Office 2010, Internet Explorer, and Windows 7

Specific Course Information:

- a. **Course Catalog Description** - The use of database, spreadsheet, and presentation software in the field of engineering technology. Introduction to Internet resources and construction of homepages.
- b. **Prerequisite** – N/A
- c. This course is required for both the ECET and IET degrees

Course Goals & Objectives:

- a. The goals for this class are for the student to learn the most important topics of Microsoft Office 2010. No prior computer experience is assumed. First it will be presented an overview of computer concepts, followed by a quick introduction to Windows 7. After the class is comfortable with the basics of computing and operation systems, some e-mail basics and internet browsing skills are briefly covered. Next, students are learning the Microsoft Office 2010 programs, including four sets of tutorials including the basics of Word 2010, Excel 2010, Access 2010, and PowerPoint 2010. They also learn how to integrate these applications, and how to create web pages using each of these applications.
- b. **Related ABET Student Outcomes:** The following are the student outcomes that directly relate to Criterion 3.

an appropriate mastery of the knowledge, techniques, skills and modern tools of their disciplines; including:

2) **The use of application software**, the design and use of operating systems, the analysis, design, testing, and documentation of computer programs in support of electronic, instrumentation, communications, control, and/or computer systems. Also ABET 2.b, 2.c, 2.d, 2.f

Course topics and lecture hours devoted to each topic:

TOPICS	HRS.
• Essential Computer Concepts	1
• Exploring the Basics of Microsoft Windows 7	1
• Managing Your Files	1
• Browser and E-mail Basics	1

• Getting Started with Microsoft Office 2010	1
• Word	6
• Excel	6
• Access	8
• Power Points	3
• Integration	4
• Creating web pages	3

Laboratory Projects: Each laboratory class is 50 minutes. Laboratory exercises are done in conjunction with the text readings and the lecture materials. The laboratories are designed to learn Office 2010. **Equipment utilized by the students include:** computers with Microsoft Office 2010, Internet Explorer, and Windows 7 installed.

Example of topics for laboratories include:

1. Lab 1: Word Project: Rails to Trails;
2. Lab 2 Excel Project: Displaying your investment portfolio in a chart;
3. Lab 3: Access Project: Your College Record;
4. Lab 4: Integration Project: Grant's Department Store-Year End Summary

Prepared by: Carmen C. Boje

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