

Syllabus

ETT 101 Section 01

Spring Quarter, 2013

Computer Applications for ET

Lectures: Mon, Wed 1:00 – 1:50 p.m.

Room: 9-277

Lab: Wed 3:00 – 5:50 p.m.

Room: 6-229

Instructor: Dr. Elena Harris

Office Building 9, Room 260A

E-mail: eyharris@csupomona.edu

Office Hours: Mon, Wed 2:00 – 2:50 p.m.

Text: *Studying Engineering: A Road Map to a Rewarding Career, 3rd Edition* by Raymond B. Landis

Course websites:

<http://www.csupomona.edu/~eyharris/courses/ETT101/>

<http://www.cs.ucr.edu/~elenah/ETT101/>

Course description: Introduction to Engineering Technology. Use of the personal computer for engineering problem solving and documentation using current software application packages. Introduction to Engineering / Learning Processes. Independent computer projects required. 2 Lecture-problems, 1 three hour laboratory.

Course Prerequisites: Working knowledge of algebra and trig, with good freshmen-level writing skills.

Behavioral Objectives: For successful completion of this course, each student will be able to:

1. Work with PCs with Microsoft (MS) Windows © XP (Note – campus computers use the XP OS)
2. Work with MS Word 2007 or equiv., including text editing, tables, graphics, equations, TOC's
3. Use MS Word © to write effective research reports that meet professional standards for format and content, including headers, tables, figures, and graphics.
4. Work with scientific numbers, SI units and prefixes, and system conversions.
5. Work with MS Excel effectively, including cell addressing, equations, graphics.
6. Define engineering and engineering technology and meaning and value of the engineering design process.
7. Define the meaning and value of ethics and conscientiousness related to the field of engineering.
8. Understand and apply strategies for success in engineering education.
9. Understand the various engineering professions
10. Develop learning strategies

Grading Criteria:

- Class Participation
 - Coming to lectures on time 5%
 - Individual participation 10%
 - Group participation, presentations 10%
- Individual Assignments
 - Homework (10) 10%
 - Essays/Reports (8) 16%
 - Journal (10) 10%
- Group Assignments (3) 15%
- Lab Assignments (10) 20%
- Final Report 4%

Cheating: No cheating or plagiarism of any kind will be tolerated and is grounds for expulsion, suspension or probation all of which will result in an 'F' grade.

Late Assignments: Late assignments will NOT receive any credit. The exception is the emergency circumstances such as sickness confirmed with a medical doctor's note.

Email policy:

- Please include ETT 101 in the subject of an e-mail.
- I will only send email to your username@csupomona.edu account and I will not be responsible for any delay in your email.

Class Policies and Support:

- Class attendance will be taken each class. Class participation includes contributing to class discussions, in class group work and presentations, answering questions, and solving problems in class.
- In the event of an absence, it is the student's responsibility to learn the course material and announcements covered in class. Lectures will not be repeated during office hours.
- Please see the course's website for assignments deadlines and class announcements.
- All the assignments will be posted on the course's website.