

MET 1131: Personal Computer Applications for  
Engineering Technology  
Credit Type – **Proficiency**



MIAMI VALLEY  
**TECHPREP**  
CONSORTIUM

<b>Course Description and Learning Outcomes:</b>
<a href="https://www.sinclair.edu/course/params/subject/MET/courseNo/1131/?_ga=2.219093597.595092322.1612970574-2081113953.1605194915">https://www.sinclair.edu/course/params/subject/MET/courseNo/1131/?_ga=2.219093597.595092322.1612970574-2081113953.1605194915</a>
<b>Faculty Pathway Specialist(s)</b> (Please include name, email and office hours):
Gary Kapka, <a href="mailto:gary.kapka@sinclair.edu">gary.kapka@sinclair.edu</a> Steve McBride, <a href="mailto:steve.mcbride@sinclair.edu">steve.mcbride@sinclair.edu</a> Virtual zoom calls by request or e-mail for any course content questions.
<b>Resources Needed to Offer Course</b> (software, equipment, books [include ISBN and edition], etc. – please include any associated costs):
Uses Microsoft Office 365, available free to all students (contact Pathway Manager to gain student access, if needed). Software on-line help and Microsoft tutorials provide additional support.
<b>What is the ideal format for course delivery – in person, online or blended? To what extent could this course be offered online if necessary?</b>
Course can be taught fully online.
<b>How is the final grade for the course determined?</b> (Please list all required assignments, assessments, etc.)
Points accumulated for 4 proficiency elements: 3 proficiency assessments (tests) plus small reading and quiz on computer ethics.
<b>Who is responsible for grading the required assignments and/or assessments?</b> (SCC Faculty or HS instructor?)
Sinclair faculty are responsible for scoring/grading these 4 proficiency assessments and posting grades in eLearn. HS faculty may assign and grade supplemental homework for purpose of HS grade, but that is beyond Sinclair faculty responsibility.
<b>What is the grading scale for the course?</b>
Standard Sinclair grading scale used for course (90 (A) -80 (B)-70 (C)).
<b>Must students access the eLearn shell regularly to complete requirements?</b>
Students are required to complete content in the eLearn shell, including submitting tests and taking the online ethics quiz. This is a test-out shell with optional reference material, so students primarily access it for testing purposes. (1) HS teacher may choose to teach any or all the subjects included in the course; (2) HS teacher schedules time for students to complete the individual tests; (3) HS teacher provides first level response to course material questions; (4) HS teacher coordinates target dates for students to submit their test problems to the drop box; (5) Sinclair faculty grades individual tests and provides feedback to HS faculty on common problems observed as well as missing work
<b>Does the course require access to YouTube, Google Drive, etc.?</b>
Course does not *require* access to internet resources outside the shell such as YouTube, but HS faculty and students may want to reference such related material as supplemental clarification.

<b>Additional course details or requirements important for instructors not covered above:</b>
Sometimes we encounter issues with Chrome books and Office 365 access. All assessment files turned in by students must be saved in MS Office pptx, docx or xlsx format (may require thumb drive).
<b>Most common (or popular) degrees this course is in?</b>
Biology, Chemistry, Geology, Aviation, UAS, and numerous Engineering Technology degrees (Architectural, Civil Engineering, CAM, Energy Management, HVAC, Industrial Engineering, Manufacturing and Quality Control).