

Salt Lake Community College

Technology and Professional Development I

AMFG 1200 – Spring Semester 2020

Department Name: Division of Workforce Training and Continuing Education

Instructor: TBD

Email: TBD

Class Date: TBD

Class Time: TBD

Class Location: TBD

Office Hours: By appointment

Textbook: None

Course Description

This course teaches basic technology skills including Microsoft Word and Excel, as well as resume writing, interviewing, and leadership development.

Course Learning Outcomes
1. Create a cover letter and resume using Microsoft Word
2. Use file structure to save and access a document
3. Create a personal budget using Microsoft Excel formulas and functions
4. Analyze a job description
5. Demonstrate proper interview practices
6. Apply leadership skills including communication, conflict resolution, and inclusivity in a team setting

COURSE MATERIALS and COMMUNICATIONS: This course will make extensive use of the SLCC Canvas online management system to provide course materials, communicate official announcements, serve as a repository for course specific information, and channel communications between students and the instructor. Be sure to set your Canvas preferences so that notifications and updates reach you in a timely manner. If you are new to the Canvas system, there are various options available for orientations and training available.

TOPICS COVERED:

Unit #	Topic	Assignment due
1	Exploring MS Word	Activity #1 Save and Save As Activity #2 New Folders Activity #3 Cover Letter
2	Text and Paragraph Formatting Document Views and Basic Text Editing	Activity #1 Font Commands Activity #2 Ribbon Icons Activity #3 Sample Cover Letter/Resume Activity #4 Resume Activity #5 Cover Letter
3	Spelling/Grammar Check/Printing	Activity #1 Spelling/Grammar/Print Activity #2 Ribbon Review Activity #3 Spelling & Grammar Activity #4 Spelling & Grammar
4	Tabs and Document Formatting	Word Exam Activity #1 Page Layout – Margin, Orientation, and Size Activity #2 Page Layout – Vertical Alignment Activity #3 Resume Update
5	Introduction to Excel and Workbook Basics	Activity #1 Working with Cells Activity #2 Create Basic Spreadsheet
6	Ranges, Formulas, and Charts	Activity #1 Using Functions Activity #2 Personal Budget
7	Page Layout and Print View/Print	Excel Exam Activity #1 Review Activity #2 Personal Budget
8	Job Posting Breakdown	Activity #1 Job Posting Breakdown
9	Resumes for Advanced Manufacturing	First Draft Resume Final Draft Resume
10	Interview Questions and Protocol	Mock Interviews
11	Leadership Skills	Communication, conflict resolution, and inclusivity

Grading*

A	100 %	to 94.0%	C	< 77.0 %	to 74.0%
A-	< 94.0 %	to 90.0%	C-	< 74.0 %	to 70.0%
B+	< 90.0 %	to 87.0%	D+	< 70.0 %	to 67.0%
B	< 87.0 %	to 84.0%	D	< 67.0 %	to 64.0%
B-	< 84.0 %	to 80.0%	D-	< 64.0 %	to 61.0%
C+	< 80.0 %	to 77.0%	F	< 61.0 %	to 0.0%

Subject to Change

Assessment	Description	Percentages
Exam 1	Word Exam	20%
Exam 2	Excel Exam	20%
Resume First Draft	First Draft of Resume	20%
Resume Final Draft	Final Draft of Resume	20%
Participation	Discussion, mock interview, and role play	20%