Salt Lake Community College

Technology and Professional Development II

AMFG 2240 – Fall 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

Students will further develop Microsoft Word and Excel skills, as well as leadership, public speaking, and team management best practices.

Course Learning Outcomes
1. Create documents using graphics, images, templates, styles, tables, and headers and footers
2. Create spreadsheets using advanced formulas and functions, charts, conditional formatting, and pivot charts
3. Analyze datasets and tables using MS Excel tools
4. Describe the eight basic leadership qualities
5. Use effective strategies for public speaking and managing teams in a manufacturing environment

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	Working with Images & Graphics Using & Creating Templates	Activity #1: Word Image Quiz Activity #2 Insert photo from web, change the size, and wrap text around it Activity #3: Insert photo from PC and edit Activity #4: Create a shape and apply a watermark Activity #5: Use an existing template Activity #6: Create a new template – Yard Sale
2	Working with Tables	Activity #1: Create a table using dropdown option Activity #2: Convert a table to text Activity #3: Convert text to table and add caption Activity #4: Add style to table, add columns, merge cells
3	Using Styles	Activity #1: Styles Quiz Activity #2: Apply style to blog post
4	Working with Research & Long Documents	Activity #1: Quiz Activity #2: Working with header, footer, and page numbers
5	Document Review and Collaboration	TBD
6	Using Advanced Formulas and Functions	Activity #1: Working with range names in formulas and specialized functions
7	Visualizing Your Data with Images and Charts	Activity #1: Add images, shapes, and smart art to worksheet Activity #2: Create a chart with data
8	Analyzing Datasets and Tables	Activity #1: Convert data to tables, sort data, filter data, remove duplicates, group data, and subtotal and outline data
9	Conditional Formatting to Analyze Data and Using Pivot Charts	Activity #1: Use conditional formatting, the IF function Activity #2: Create pivot tables, show data with pivot charts, insert slicer
10	Final Project	Create a parts inventory system Analyze the data in the records and display the data in a chart

11	Leadership Qualities	Activity #1: Leadership qualities
12	Public Speaking	Activity #1: Give a short presentation on a manufacturing topic of your choice
13	Managing Teams	Activity #1: Team management role play

Grading*

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

Subject to change

Assessment	Description	Percentages
All Activities	Average of all Activities	40%
Public Speaking Presentation	Give a short presentation on a manufacturing topic of your choice	30%
Final Project	Create a parts inventory system	30%