



# Digital Design Graphics Technology

## DDGT 110 Drafting Fundamentals

### Fall 2023 Course Syllabus

<b><u>Instructor:</u></b>	Gary Strommen
<b><u>Websites:</u></b>	
Department Website:	<a href="http://www.ddgt.net">www.ddgt.net</a>
Canvas Website:	<a href="https://napavalley.instructure.com">https://napavalley.instructure.com</a>
<b><u>Location:</u></b>	3902
<b><u>Course Length:</u></b>	18 weeks
<b><u>Times:</u></b>	M+W: 6:00pm - 8:15pm
<b><u>Units:</u></b>	Three
<b><u>Prerequisites:</u></b>	None
<b><u>Office:</u></b>	Room 3901B (Inside Drafting Lab, Building 3900)
<b><u>Office Hours:</u></b>	Mondays and Wednesdays: 8:00am-8:45am; 12:15-12:30; 5:45-6:00; 8:15-8:30; Tuesdays and Thursdays 8:00am-8:45am; 12:15-12:30;
<b><u>Lab Hours:</u></b>	Mondays and Wednesdays: 8:00am – 1:00pm; 5:45pm – 8:30pm Tuesdays and Thursdays 8:00am – 1:00pm; Fridays: Announced as available or by appointment
<b><u>DDGT Technician Hours:</u></b>	TBA
<b><u>Telephone:</u></b>	(707) 256-7526 (Use email for a faster response)
<b><u>Email:</u></b>	<a href="mailto:ddgt@napavalley.edu">ddgt@napavalley.edu</a>

*This syllabus is subject to change at teachers discretion.*

## **Course Description:**

An entry level course for students with little or no technical drawing experience. Topics covered include national and international drafting standards, drawing scales, two-dimensional geometric construction, orthographic projection, auxiliary views, sectioning, dimensioning, creation and modification of basic templates, and computer-aided drafting (CAD) using the latest version of Autodesk AutoCAD software.

## **Student Learning Outcomes:**

SLO1: Autodesk Certificate of Training - AutoCAD Fundamentals  
SLO1 Assessment will be based on the Ascent Quiz.

SLO2: Ability to implement technical skills in the creation of working drawings utilizing the latest release of the Autodesk AutoCAD software.

SLO2 Assessment will be based on any or all of the following AutoCAD Working Drawing Assignments:  
"8-100 Gasket", "8-83 Adjustable Support", "9-35 Shaft Base"

**Course Objectives:** Upon successful completion of this course, the student will be able to:

1. Utilize American National Standards Institute (ANSI) and International Standards Organization (ISO) drafting standards
2. Effectively utilize engineering, architecture, and metric scales
3. Understand the components of a CAD workstation
4. Effectively use the latest release of the AutoCAD software program in a two-dimensional workspace
5. Utilize drawing aids for entity accuracy
6. Perform various geometric constructions
7. Construct and edit two-dimensional CAD drawing entities
8. Effectively utilize multiple layers
9. Construct multi-view drawings utilizing orthographic projection
10. Utilize auxiliary view techniques
11. Utilize sectioning techniques
12. Represent various fasteners
13. Create and modify simplified custom templates to industry standards
14. Correctly dimension working detail drawings
15. Place and edit detail drawing annotations
16. Print hard copies of two-dimensional detail drawings
17. Perform efficient Computer-Aided Drafting (CAD) related file management techniques
18. Utilize the Windows operating system

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**Required Texts:**

Technical Graphics Communication Fourth Edition  
Bertoline, Wiebe, Hartman, Ross  
McGraw Hill [ISBN 978-0-07-312837-5](https://www.mhhe.com/0073128375)

Downloadable PDF:  
<https://www.dropbox.com/s/fa8r124ul9qv1pj/TGC.pdf?dl=0>

**Required Materials:** Three-ring, 3" binder (or two 1.5" binders).

**Recommended Materials:** Headphones  
Lock for lockers  
Flash Drive

**Required Software:**

You will need the latest release of Autodesk AutoCAD - students will be given access to download the software and install it at home on up to two Windows PC's for free.

<https://www.autodesk.com/education/students>

Note: AutoCAD is available for a MAC however it looks totally different than the Windows version. We will be using the Windows version in this class. If you have the option between the two, I highly recommend that you use the Windows version so you can follow along in class easier. Using the MAC version will make this class harder to follow.

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**Grading Policy:**

Students are responsible for completing any reading assignments prior to the next class meeting. Any graded coursework not performed with assigned and/or required equipment will be marked down accordingly. Letter grades are assigned as follows:

A	90-100%
B	80-89%
C	70-79%
D	60-69%

Final course grades are determined as follows:

Assignment scores	50%
Discussions	10%
Classroom Participation	10%
Quiz scores	20%
<u>Final examination</u>	<u>10%</u>
Final course grade	100%

You can login online to Canvas at any time to see your current grade.

**Assignment Scores:**

You will be asked to work on multiple assignments at once. Assignments may be turned in as many times as necessary to earn full credit unless there is a due date associated with the assignment. Some assignments may have a due date and it will be posted on our department website, on our "Assignment List" handout, or on the board at the front of the class when assigned. Any assignments turned in after the due date will be penalized 12.5% - you will only be able to receive a maximum of 87.5% on that assignment.

**Discussions:**

Discussion assignments have due dates and are posted on the schedule. Discussions will not be accepted late unless you contact me prior to the due date AND you are sick or there is an emergency.

Discussions will be posted and submitted through Canvas.

The discussion will be available one week prior to the due date which is the day we cover it in class. A follow up response will be required within one week after the material has been covered.

Discussions are worth 10% of your final grade.

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## **Class Participation**

Class participation is a maximum of 10 points and this is 10% of your final grade.

This class is being offered in Hy-Flex modality. This means students have the option to attend: face-to-face, synchronously (live online via zoom), or asynchronously (watching recorded lectures and going through the class on your own). Students can also jump around modalities so you can choose to attend face-to-face once class and online the next class.

Students are expected to participate fully in all class activities including (but not limiting to) assignments, lectures, group activities, discussions, and peer critiques.

For students attending face-to-face, students are expected to arrive to class on time and be engaged on DDGT related tasks to the end of the class lecture.

For students attending synchronously, students are expected to login into class via Zoom on time and be engaged on DDGT related tasks to the end of the class lecture. Participation also includes turning your webcam on (use your cell phone if you do not have a webcam), using your microphone or chat window, and participating in class.

For students attending asynchronously, students are expected to participate through online Canvas discussion boards.

I encourage you to attend face-to-face if possible. Grades show that students who attend in person do the best and earn the highest grades.

## **Quiz Scores:**

Quizzes are to be taken online through Canvas. All quizzes will be open book. Students will have one week to take the quiz after the course material has been covered during class lectures. Quizzes will have time limits so make sure you set aside a time when you will not be distracted or pulled away from the quiz.

If you are in need of special accommodations through DSPS, please notify instructor in advance.

There are no makeups for missed quizzes unless you contact me prior to the quiz AND you are sick or there is an emergency.

## **Final Exam:**

The Final Exam is worth 10% of your final grade. The Final will be taken online through Canvas and will be open book. The Final will have a time limit so make sure you set aside a time when you will not be distracted or pulled away from the exam.

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### **Online Resources:**

If you are unable to attend class, or wish to review course material, you may watch our recorded video lectures placed online at our department website:

<http://www.ddgt.net/ddgt110.html>

Lectures are recorded daily and are usually uploaded within 24 – 48 hours. Lectures are password protected. Please contact the instructor for the password.

Class documents and assignments are also available for download on the same page.

### **Academic Honesty**

Students are prohibited from sharing their username and password with anyone. Students shall not allow other students or others not enrolled in the course to access course materials or lab computers without instructor's permission. Allowing anyone else to access your account may result in failing the course.

All students are expected to complete their own work and all written work must be original. Work cited from other sources must be cited properly using quotations marks and references as appropriate. Plagiarism in any form will not be tolerated and will result in no credit for the assignment. Subsequent incidents of plagiarism may result in failing the class and a referral to the vice-president of student services for formal discipline. Students are expected to take all course exams individually. Cheating includes accessing test information in any way that is not approved by the instructor or sharing test information with another student in any way not approved by the instructor. Cheating on a test shall result in a failing grade on that test. Subsequent incidents of cheating may result in failing the class and a referral to the vice-president of student services for formal discipline.

If you have been found cheating, you will receive no credit for that test or assignment. If it is found that have copied an assignment from another student in the class, then both parties will receive no credit for that test or assignment.

### **Attendance Information:**

Students are ultimately responsible for dropping the class should they wish to no longer participate or to even start the class once registered. The instructor is not obligated to drop students at any point in the course.

If you have a disability that requires accommodations, please let me know as soon as possible and I will provide you with the information you need to receive services. You may also contact the Office of Special Services (DSPS), Bldg. 1700, at (707) 253-3080, or make an appointment in the Counseling Center (Bldg. 1300) to meet with a DSPS Counselor, (707) 253-3040.

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### **Drafting Lab Etiquette and Policies:**

1. Lab computers are to be used for DDGT course purposes only. **Working on projects for other classes during your class time is not allowed.** (Some open lab time, other than your scheduled classes in DDGT may be made available to you. At these times, you may request to use a workstation for other class work. This type of use will be on a case-by-case basis and you must receive prior approval from the instructor before using the Open Lab time for other than DDGT projects.)
2. Lab computers are used by many other students during the day. Do not adjust or customize the display (monitor) or the workings of the computer in any way. This includes background wallpaper on the desktop and resolution settings of the display adaptor or adjustment of the actual computer monitor hardware. (If you need special accommodation for a visual problem or otherwise, make a request and we will review your consideration.)
3. Lab computers are used by many other students during the day. Please shutdown your computer before leaving for the day. You may leave the computer monitors on as they will go into "Stand By" mode.
4. Internet access is a privilege. Do not access questionable websites. Do not download and install any software or games. Access to the internet is limited to needs for projects in the DDGT Courses. Any other access is not allowed without permission. (On occasion, you may request to access the Internet for personal use. If your request is granted, it does not override the directive regarding software/game downloads or installations. You will need to clear this type of use on a case-by-case basis.)
5. The DDGT lab computers are for learning and studying. Do not play computer games of any kind on the DDGT Lab Computers. Playing solitaire and the like on the DDGT computers is not allowed. Unless by chance you have created the artwork and programmed a computer game as part of a DDGT course project, there will be NO computer games played in this lab. Playing computer games is something that you can do at home, on your own computer, in your own time.
6. Do not touch the computer monitor screen with any items or especially with your fingers. There is absolutely no reason why anyone needs to touch the monitor screens. If you wish to point out something on your screen to another person, POINT WITHOUT TOUCHING! If you cannot seem to help yourself, use the eraser end of your pencil to point with and do not touch the screen with that either! If your monitor is found to be all fingerprinted up, you will lose the access to the DDGT Lab Computers. If you happen to accidentally touch the screen, you may use the cleaning spray and cloths available to you in the lab. DO NOT use any other cloth except for the ones designated to you. If you are unsure, ask the instructor or DDGT Technician for assistance.
7. Each student is required to clean their CAD workstation before leaving the classroom at least once a week or as needed. Ask Instructor or Assistant for cleaning supplies.

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8. Please keep in mind at all times that computer use in this lab is not your private business. All access on this network is logged and may be reviewed at any time. The activity on your screen when you are working in this network can and may be recorded for later review as well.
9. Please set cell phones to “vibrate” during class times. Take all phone calls outside. Do not take phone calls during lecture or demonstrations unless it is an emergency and do so quietly. Keep in mind that you may miss vital information during a lecture.
10. Students may keep drinks / food at designated areas at the back of the room. Water in a closed container may be kept by students on the floor at work area. Please eat outside or in the kitchen area. Privileges may be revoked at any time if policies are abused. Any garbage that has food in it should be disposed of in the garbage cans **OUTSIDE** of the building (there are garbage cans located on the north and south ends of the building). No gum chewing allowed in class.
11. Talking during a lecture other than to a student to clarify something that is not clear will not be permitted. If you do not understand something, ask the instructor. I will be more than happy to assist you. If your question is not answered, come and see me after the lecture and we will go over the topic until everything is clear.
12. The rest rooms are located on the north end of the building. You may leave the class at any time to use them without asking permission. Keep in mind that you may miss vital information during a lecture.
13. Lab hours are available regularly. It is highly recommended that you take full advantage of the CAD workstations during these times.
14. Lockers are available at the back of each room for your convenience. Do not utilize the lockers during other classes. You will be required to supply your own padlock. Note: Locks are to be removed at the end of the semester.
15. If you know that you will be tardy or absent, you must contact the instructor of your class to let them know ahead of time.
16. In the event of a major disaster or emergency, the instructor is to lead the students to the grassy area between the 1700 and the 2000 (between the new library and science buildings) or to the sports track.
17. Scent Free Zone. The chemicals used in scented products can make some people sick, especially those with fragrance sensitivities, asthma, allergies and other medical conditions. Please do not wear perfume, cologne, aftershave, and other fragrances. Please use unscented personal care products.
18. Failure to comply with any of these directives will result in immediate suspension of DDGT Lab Computer privileges!

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### **Online Lab Etiquette and Policies:**

19. Please keep in mind that at all times the webcam you are using is being recorded and you should refrain from utilizing your computer for private business. The activity on your screen when you are working in this class can and may be recorded for later review as well.
20. When attending class meetings online using Zoom or a similar technology, students are expected to conduct themselves and participate as if they were in a live classroom. This means students must at least have a working microphone and use it to participate in discussions and to respond to questions posed by the instructor. The online live class experience is more effective with a working camera and students are strongly encouraged to participate in live class sessions with their cameras turned on. Participation in live class meetings is part of the student's participation grade.
21. Normally, live class sessions conducted on Zoom will be recorded. Assume that all class sessions will be recorded. Access to recordings of class sessions is restricted to class members only and not available for download, duplication, or distribution in any manner.
22. In accordance with Napa Valley College Board Policies D1130, the Student Code of Conduct, and applicable state and federal laws, discrimination based on gender, gender identity, gender expression, race, nationality, ethnicity, religion, sexual orientation, or disability is prohibited in any form.
23. Students are encouraged to participate fully in class discussions and to engage other students and the instructor in honest productive discussions. All interactions online shall be professional and respectful.

### **Other Notices of Importance:**

#### **Students in need of academic adjustments (accommodations) in the college learning environment:**

Students who feel they may need an academic adjustment based on the impact of learning may contact Disability Support Program and Services or Learning Services. Due to Shelter-in-Place at this time and on-line learning, you may email us at [DSPS@napavalley.edu](mailto:DSPS@napavalley.edu) or call DSPS at 256-7345 or Learning Services at 256-7442. We are co-located in the same area for assistance.

**Providing Documentation:** Please attach your condition (medical/disability) documentation upon filling out an online application at <http://www.napavalley.edu/studentaffairs/DSPS/Pages/apply.aspx>. You will be referred to the appropriate staff for an intake. Learning Services can assist you with a learning disability whether you have documentation or need testing and DSPS will assist you with physical, mental health, and numerous other health related conditions.

If your medical/disability documentation is not attached to the online application, you will be requested to submit it prior to your appointment. If you do not have documentation, we encourage you to call 707-256-7345 or 707-256-7442 and a staff member will guide you through the process. Please do not schedule an appointment unless you have documentation. Professional staff will review all documentation. All information and documentation is confidential.

**After you are found eligible and services are granted, you are responsible and required to request your academic adjustments (accommodations) each semester. You must submit your request in a timely manner each semester, preferably two weeks before classes begin. Our staff will then process your request and send a letter to your instructor. We highly encourage that you confirm with your professor to ensure your academic adjustment (accommodations) letter was received.**

By law, it is up to the DSPS and LS Office, through the interactive process with you (the student), to determine which academic adjustments are appropriate, not the instructor. This will occur in a virtual environment at this time. This includes academic adjustments in classes that require clinical settings.

**Note: If you are enrolled in a science class that requires a lab, you must meet with a DSPS Counselor, Learning Disability Specialist or DSPS Dean to determine your academic adjustments and specific needs. You may schedule an on-line or phone session.**

I encourage students who have requested extended time for testing as an academic adjustment(s)/accommodations through DSPS or Learning Services please check in with me (in person or via email) that I have received a letter and discuss when you will be taking your exams.

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### **Students in need of Writing and Research help:**

Any student who feels s/he may need assistance with grammar, writing, and formatting should contact the Writing Success Center in room 832 (Catacula Hall), phone (707) 256-7640 or Library Services for research help in the Library and Learning Resource Center 1700 building, phone (707) 256-7400. A Specialist will review students' needs and determine appropriate assistance. Appointments available. Students may also receive assistance from an online tutor via SmartThinking by starting at:

<http://www.napavalley.edu/academics/WritingCenter/Pages/SmartThinking.aspx>

### **Students in need of Canvas support:**

"Napa Valley College provides technical, administrative and software support for students participating in distance learning and courses utilizing Canvas. Students should contact Brandon Tofanelli, phone (707) 256-7154 or email: [btofanelli@napavalley.edu](mailto:btofanelli@napavalley.edu) for assistance.

### **Distance Education**

Napa Valley College provides technical, administrative and software support for students participating in distance learning and courses utilizing Canvas. Students should contact DE support at [de@napavalley.edu](mailto:de@napavalley.edu) for assistance. All distance education courses follow the Napa Valley College Policy for Attendance; therefore, an instructor may drop a student who does not log in to the course by 11:59PM of the first day of classes. Students should be aware that distance education instructors send contact messages to [myNVC](#) student email accounts.

### **Student Services; College Policies and Procedures**

<http://www.napavalley.edu/studentaffairs/SRR/Pages/default.aspx>

**In accordance with Napa Valley College Board Policy D1130, the Student Code of Conduct, and applicable state and federal laws, discrimination or harassment based on gender, gender identity, race, nationality, ethnicity, religion, sexual orientation, or disability is prohibited in any form.**

**Students are encouraged to participate fully in class discussions and to engage other students and the instructor in honest productive discussions. All interactions online shall be professional and respectful.**

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**Important College Numbers (707 area code)**

Admissions & Records	256-7200
Career Center	256-7327
Financial Aid/EOPS	256-7300
Child Development Center	253-3046
Counseling Office	256-7220
Student Services	256-7360
Special Services	253-3080
Testing & Tutoring Center	256-7437
Transfer Center	256-7333
Welcome Center	256-7215

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