



Digital Design Graphics Technology
DDGT 120 – DDGT 1
Fall 2019 Course Syllabus

<u>Instructor:</u>	Gary Strommen
<u>Websites:</u>	
Department Website:	www.ddgt.net
Canvas Website:	https://napavalley.instructure.com
<u>Location:</u>	3902
<u>Course Length:</u>	18 weeks
<u>Times:</u>	MTWTh: 8:45am - 12:10pm Break: 10:30am – 10:45am
<u>Units:</u>	Seven
<u>Prerequisites:</u>	None
<u>Office:</u>	Room 3901B (Inside Drafting Lab, Building 3900)
<u>Office Hours:</u>	Mondays and Wednesdays: 8:00am-8:45am; 12:15-12:30; 5:45-6:00; 8:15-8:30; Tuesdays and Thursdays through Thursdays 8:00am-8:45am; 12:15-12:30;
<u>Lab Hours:</u>	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
<u>DDGT Technician Hours:</u>	M-Th: 8:00 A.M – 1:00 P.M.
<u>Telephone:</u>	(707) 256-7526
<u>Email:</u>	ddgt@napavalley.edu

This syllabus is subject to change at teachers discretion.

Course Description:

The first of a four course series in the Digital Design Graphics Technology A.S. Degree program. This course enables the student to learn and apply the fundamental skills of technical drawing towards the creation of graphical engineering documents per current industry standards. Topics covered include national and international drafting standards, drawing scales, two-dimensional and three-dimensional geometric construction, orthographic projection, auxiliary views, sectioning, dimensioning, external references, creation and modification of templates, computer-aided drafting (CAD), basic reverse engineering of parts, and three-dimensional modeling using the latest version of the 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", "9-39 Casing", "9-51 Caster"

SLO3: Ability to implement technical skills in the creation of working drawings utilizing the latest release of the Autodesk Inventor Professional software.
SLO3 Assessment will be based on any or all of the following Inventor Working Drawing Assignments:
"9-51 Caster", "14-90 Caster", "14-83 Trolley"

Course Objectives: Upon successful completion of this course, the student will have the:

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 and computer hardware components.
4. Effectively use the latest release of the AutoCAD software program in a two-dimensional and three-dimensional workspace.
5. Utilize drawing aids for entity accuracy.
6. Perform various geometric constructions.
7. Construct and edit two-dimensional and three-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 detailed custom templates to industry standards.

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14. Correctly dimension working detail drawings.
15. Place and edit detail drawing annotations.
16. Utilize externally referenced drawing files.
17. Print hard copies of various sized detail drawings and rendered three-dimensional models.
18. Perform efficient Computer-Aided Drafting (CAD) related file management techniques.
19. Create and modify three-dimensional CAD models.
20. Produce linear pattern developments of sheet metal pieces.
21. Create working drawings by reverse engineering simple parts.
22. Utilize the Windows operating system.

Required Texts:

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

(This book is currently available as a free downloadable PDF at this link:
<http://mechfamilyhu.net/download/uploads/mech1465598794631.pdf>
or you can just google “technical graphics communication 4th edition pdf
download”)

Required Materials:

Three-ring, 3” binder (or two 1.5” binders).

Graph Paper

Headphones

Flash Drive

Recommended Materials: Lock for lockers

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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%
TGC* reading participation	5%
ASCENT reading participation	5%
Classroom participation	10%
Quiz scores	20%
<u>Final examination score</u>	<u>10%</u>
Final course grade	100%

*TGC = Technical Graphics Communication Textbook

All courses required to complete the DDGT AS Degree or Local Skills - Certificates of Achievement must be completed with a grade of C or better.

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.

TGC Reading Participation:

Reading participation assignments have due dates and are listed on the "Reading Participation Assignments" handout. Reading Participation Assignments will not be accepted late unless you contact me prior to the due date AND you are sick or there is an emergency. Late Reading Participation Assignments will be submitted at the beginning of class the day you return.

The reading participation will be announced several class sessions prior to the due date and is listed on the "Reading Participation" handout and on our department website. **You will be required to submit the reading participation at the beginning of the class on the day it is due.** There are 7 reading participation assignments that will be assigned throughout the length of this class which will be 5% of your final grade.

For every missed Reading Participation, your final grade will drop 0.71%.

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ASCENT Reading Participation:

ASCENT Reading participation assignments consist of the “Chapter Reviews” at the end of every ASCENT chapter. They all have due dates and are listed on the “ASCENT Reading Participation Assignments” handout. Reading Participation Assignments will not be accepted late unless you contact me prior to the due date AND you are sick or there is an emergency. Late ASCENT Reading Participation Assignments will be submitted at the beginning of class the day you return.

The reading participation will be announced several class sessions prior to the due date and is listed on the “Reading Participation” handout and on our department website. **You will be required to submit the reading participation at the beginning of the class on the day it is due.** You will be graded on your answers to the Chapter Review questions. The scores will be cumulative and will be weighted as 5% of your overall grade.

Class Participation

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

Students are expected to participate fully in all class activities including (but not limiting to) assignments, lectures, group activities, and peer critiques. Students are expected to arrive to class on time and be engaged on DDGT related tasks to the end of the class. Lab time is not considered optional and your participation score will be affected if you leave early.

Students will be prepared to answer the question of the day (anytime during class, possibly multiple times a day) for class participation credit. You can miss four “question of the day” activities penalty free. For every missed “question of the day” thereafter, you will receive a penalty on your class participation score of 1 point.

Example 1: If you miss five “question of the day” activities, you will be penalized 1 point and your classroom participation will be 9/10 and your overall grade for the class will drop by 1%.

Example 2: If you miss 8 “question of the day” activities, you will be penalized 4 points and your classroom participation will be 6/10 and your overall grade for the class will drop by 4%.

Quiz Scores:

Quizzes are held at the beginning of class. When the quiz is started, there will be a time limit set. The time will vary depending on how many questions are on the quiz. Students arriving late can still take the quiz as long as there is still time available but will have to turn in their quiz once the time limit is up – regardless if they are done or not. Once the last quiz is turned in, any students arriving late will not be allowed to take the quiz. If you are in need of special accommodations through DSPS, you may choose to take your exams at the Testing Center located in the library. Schedule with the 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 (oversleeping is not an emergency). Makeup quizzes will be held before class the day you return.

Final Exam:

The Final Exam is worth 10% of your final grade. The final may be taken early under special circumstance. See instructor.

Online Lectures:

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://ddqt.net/student_resources_lectures.html

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

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 affairs 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 a failing the class and a referral to the vice-president of student affairs for formal discipline.

Attendance Information:

Regular attendance in all classes is important for satisfactory academic progress. The Napa Valley College attendance regulations make provisions for a limited number of unavoidable absences. However, a student who is absent for as many times as a class meets each week will have exhausted this provision. An instructor may request verification of those absences. Further absences may cause the instructor to drop the student from the class.

The Students dropped from a class must submit a petition to the Vice President, Student Affairs in order to be reinstated. If a student is absent because of illness, a signed statement from a physician must be attached to the petition. It is important that the student contact the instructor as soon as possible after an absence has occurred. The Office of Student Affairs is located in Room 1330, 1300 Student Affairs 1 Building, 256-7360.

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).
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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Other Notices of Importance:

Students in need of accommodations in the college learning environment:

Any student who feels they may need an academic adjustment based on the impact of a learning disability should contact Learning Services in the Library room 1766, phone (707) 256-7442. A Learning Disability Specialist will review your needs and determine appropriate accommodations.

Any student who feels they may need an academic adjustment based on the impact of a physical or other types of disabilities, may schedule an appointment with a DSPS Counselor, Tyler Downie, located in Counseling Student Affairs 1300 building, phone 256-7442 or 256-7345 for appointment. You will be asked to submit any medical/disability documentation prior to your appointment.

All information and documentation is confidential. Please feel encouraged to make an appointment with me privately to discuss your specific learning needs in my class if needed, and to ensure I received your academic adjustment letter.

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.

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://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: btofaneli@napavalley.edu for assistance.

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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.

Student Affairs; College Policies and Procedures

<http://www.napavalley.edu/StudentServices/Srr/Pages/Default.aspx>

Important College Numbers (707 area code)

Admissions & Records	256-7201
Career Center	256-7327
Financial Aid/EOPS	256-7300
Child Development Center (Michele Eggert)	530-736-2189
Counseling Department	256-7221
Disabled Students Programs and Services (DSPS)	256-7345
Learning Services	256-7442
Testing & Tutoring Center	256-7437
Transfer Center	256-7333

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I have received, read, and understood the contents of this syllabus and I understand the consequences of not following the assignments and rules. It is my responsibility to complete the assignments of this course, to study the course material, and to attend each class meeting on time. I also understand that it is my right to ask the instructor, at any time, for clarification of any assignment, rule, or my responsibilities for this course.

Signature _____ Print Name _____

Student ID _____

Date _____

Phone number _____ Cell Phone _____

E-Mail address (print very neatly) _____

What do you hope to get out of this class? _____

Anything I should know? _____

Would you like to be included on an email list for possible job opportunities?

YES

NO

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