



Digital Design Graphics Technology
DDGT 240 – DDGT 3
Fall 2022 Course Syllabus

<u>Instructor:</u>	Gary Strommen
<u>Websites:</u>	
Department Website:	www.ddgt.net
Canvas Website:	https://napavalley.instructure.com
<u>Location:</u>	3901
<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>	DDGT 121
<u>Office:</u>	Room 3901A (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 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>	TBA
<u>Telephone:</u>	(707) 256-7526 (Use email for a faster response)
<u>Email:</u>	ddgt@napavalley.edu

This syllabus is subject to change at teachers discretion.

Course Description:

The third of a four course series in the Digital Design Graphics Technology A.S. Degree program. This course enables the student to learn and apply mechanical computer-aided design (CAD) drafting skills and techniques to working drawings including Geometric Dimensioning and Tolerancing (GD+T) and weldment symbology. Additional topics include external references and reverse engineering of assemblies. A study of 3D Printing. Students will print to the 3D Printer and retain the printed model. A study of 3ds Max for design visualization including: modeling, materials, lighting, rigging, animation, and rendering. A study of Adobe Premiere as a non-linear video editor. A combined study of 3ds Max and Adobe Premiere to create technically animated presentational videos for their professional portfolios as displayed on the department website.

Student Learning Outcomes:

SLO1: Autodesk Certification of Training - 3DS Max Fundamentals
SLO1 Assessment will be based on the Ascent Quiz.

SLO2: Ability to implement technical skills in the creation of an animated presentation utilizing the latest release of the Autodesk 3ds Max Design software.
SLO2 Assessment will be based on any or all of the following 3ds Max Design Assignments: "14-71 Machine Vise", "20.69 Engine"

SLO3: Ability to implement technical skills in video production utilizing the Adobe Premiere software.
SLO3 Assessment will be based on any or all of the following Adobe Premiere Assignments: "14-71 Machine Vise", "20.69 Engine"

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

1. Create and detail complex-shaped three dimensional models and assemblies in working drawings
2. Create working drawings from reverse engineering assemblies
3. Effectively apply various Geometric Dimensioning & Tolerancing (GD&T) controls to detail drawings
4. Utilize symbology pertinent to weldment drawings
5. Understand the advantages and limitations of power transmitting mechanical devices
6. Understand the basic components of a CAD Network and basic networking installation tools
7. Create and modify three-dimensional models for 3D Printing
8. Effectively use three-dimensional animation software
9. Understand the differences between surface and solid modeling
10. Successfully import, link, or merge various file types for animation purposes
11. Create and edit two-dimensional and three-dimensional objects for animation purposes
12. Create surface materials using a material editor
13. Create custom materials with image editing software
14. Design and customize effective lighting techniques for rendered scenes

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15. Animate object transforms and modifiers
16. Produce realistic rendered images of solid models
17. Effectively use non-linear video editing software
18. Import rendered files from animating software to create professional level videos
19. Create professional level video titles
20. Work with multiple video and audio tracks
21. Understand video input and output settings for various mediums
22. Create and play video animations
23. Professionally upload and post rendered videos to their portfolio website

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”)

Engineering, Drawing and Design, 7th Edition: Jensen/Helsel, Glencoe Publishing (to be provided by instructor as needed).

Required Materials:

Three-ring, 2” binder.
Head Phones

External Hard Drive (I recommend purchasing an external hard drive that does NOT require a separate power supply and can be powered through the USB cable. Get a USB 3.0 drive. 3TB minimum.)

Recommended Materials: Lock for lockers

Recommended Software:

The latest release of Autodesk AutoCAD, Inventor Professional, and 3ds Max - students will be given access to download the software and install it at home on up to two Windows PC's for free.

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<https://www.autodesk.com/education/edu-software/overview?sorting=featured&page=1>

Adobe Photoshop, Dreamweaver, Premiere – The Napa Valley College is currently able to provide this software to students.

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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 score</u>	<u>10%</u>
Final course grade	100%

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 up to two times before the due date to earn full credit. 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.

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

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 DSPP, 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.

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://ddgt.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.

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:

Note: Due to Covid, I will ask that you sit at the same workstation every class. I will ask that you do not sit at computer workstations that have already been reserved by students in other classes. This way, no one will be sitting at your workstation except you and we can prevent the spread of germs.

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

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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.
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

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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!

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 encourage 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, 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 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://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 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 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 Affairs; College Policies and Procedures

<http://www.napavalley.edu/StudentServices/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	256-7201
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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