COURSE SYLLABUS
TEC 100-01
Technical Drafting
2 Semester Hours

Fall 2016

Faculty: Mrs. Sheila Kintz
Office: AAB 313
Telephone: 302-236-9598 (C)
E-mail: skintz@worwic.edu or reliance95@comcast.net
Office Hours: Call or email instructor to set up an appointment

Class Time: Lecture: Tuesday: 01:30 – 02:30 p.m. MTC 304
Lab: Tuesday: 02:45 - 04:45 p.m. MTC 304

Course Description

This course provides an introduction to technical drafting. Topics include the principles and theories of orthographic and isometric projections, dimensioning, lettering, sectional views and auxiliary views. Computer assisted drafting (CAD) is integrated the latter stages of the course. Block, logic, schematic and circuit diagrams are covered. Knowledge of Windows Operating System is recommended. This course is usually offered in the fall.

Prerequisites: None
Laboratory Fee: $30.00

Textbook is required for both lecture and lab

Workbook: NA
Software: Blackboard is being used as a supplementary site in this course. To use course content in Blackboard you need to have access to a computer with an Internet connection, (other requirements may apply). Computers that meet these requirements are available for your use on campus (see information under Computer: section).

Please follow these directions to access course syllabi and any other materials posted for this course:

Login Information
1. From Wor-Wic home page, point to "Quick Links" (top-right) and click the "Blackboard Login" link.
2. Enter your Wor-Wic user ID and password (same as your Wor-Wic email user ID and password).

**Example:** if your Wor-Wic email is jdoe0001@live.worwic.edu, your Blackboard user name will be jdoe0001 and your password is the same password you use to access your Wor-Wic email.

Don't know your user ID or password? Contact Student Services.

Once logged in, you can pick the course you want to work in and start navigating through the course.

All students logging into Blackboard affirm that they understand and agree to follow Wor-Wic Community College policies regarding academic integrity and the use of College resources as described in the college catalog.

**Computer:** A Pentium-based processor with a printer. Computer must have Microsoft Office Word, Microsoft PowerPoint, Microsoft Excel, Internet access through an Internet Service Provider (ISP), and Microsoft Internet Explorer or Firefox to access Blackboard and the information within Blackboard. Also students can download a free Word, Excel or PowerPoint viewers and will be able to access (read only) files without having to purchase the software. Please visit the Downloads and Plug-Ins page at

[http://www.worwic.edu/Academics/DistanceEducation/DownloadsAndPlugins.aspx](http://www.worwic.edu/Academics/DistanceEducation/DownloadsAndPlugins.aspx)

In addition, computers that meet these requirements are available in MTC 200, AAB 217, HH 100, GH 204, ADH 108, and WDC 305.

If students do not have a computer with these requirements available at home, they will need to gain access to them through the college or other means.

**MANDATORY REQUIRED ORIENTATION**

**Blackboard Student Tutorial:**

If you have not previously used Blackboard, you will be required to complete the Blackboard orientation online. You can either log into Blackboard, access the Blackboard Student Tutorial, or access the Blackboard Student Tutorial website directly at:

[http://www.worwic.edu/Academics/DistanceEducation/StudentTutorial/](http://www.worwic.edu/Academics/DistanceEducation/StudentTutorial/)

**Course Objectives**

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

1. Use mechanical drafting tools to create industry standard lettering for drawings and sketches (GEO Obj. 3)
   *Assessment strategy: Homework, Classwork, Quizzes, Exams*

2. Use mechanical drafting tools to create technical drawings and sketches (GEO Obj. 2)
Given reading assignments and instructor presentation the student will complete practice sheets with mechanical drafting tools to create drawings and sketches.

Given reading assignments and instructor presentation the student will use mechanical drafting tools to create drawings and sketches.

3. Use mechanical drafting tools to create drawings using accurate scale ratio reflecting the actual size compared to the drawn size.

Given reading assignments and instructor presentation the student will complete lab exercises on scale ratios used for various drawings.

Assessment strategy: Homework, Classwork, Quizzes, Exams.

4. Use mechanical drafting tools to create technical drawings using orthographic projection

Given reading assignments and instructor presentation the student will complete missing view and other practice exercises.

Assessment strategy: Homework, Classwork, Quizzes, Exams

5. Use mechanical drafting tools to create an isometric projection drawing

Given reading assignments and instructor presentation the student will complete lab exercises dealing with isometric projection.

Assessment strategy: Homework, Classwork, Quizzes, Exams

6. Use mechanical drafting tools to add industry standard dimensions to various drawings (GEO Obj. 4)

Given reading assignments and instructor presentation the student will complete practice exercises on unidirectional dimensioning.

Given reading assignments and instructor presentation the student will complete practice exercises on aligned dimensioning.

Assessment strategy: Homework, Classwork, Quizzes, Exams

7. Read and interpret the industrial and architectural drawings including detail drawings, assembly drawings, elevation drawings, floor plan drawings from upper level drawings to component level, notes and details. (GEO Obj. 7)

Given reading assignments and instructor presentation the student will successfully complete a lab exercise on blueprint reading.

Given reading assignments and instructor presentation the student will Read and interpret the industrial and architectural drawings including detail drawings, assembly drawings, elevation drawings, floor plan drawings from upper level drawings to component level, notes and details.

Assessment strategy: Homework, Classwork, Quizzes, Exams

8. Define terms used in technical drafting. (GEO Obj. 1)

Given reading assignments and instructor presentation the student will successfully complete a lab
exercise using technical drawing vocabulary words customary to the technical professions
Given reading assignments and instructor presentation the student will define terms used in technical drafting
Assessment strategy: Homework, Classwork, Quizzes, Exams

9. Explain what a bill of materials, door or window schedule is
Given reading assignments and instructor presentation the student will explain a bill of materials, door or window schedule and the reasons for their use
Assessment strategy: Homework, Classwork, Quizzes, Exams

10. Create a section view.
Given reading assignments and having viewed a instructional film on section views the student will list the types pf section views used in construction and manufacturing
Given reading assignments and instructor presentation the student will in one of the drawing assignments submitted for a grade
Assessment strategy: Homework, Classwork, Quizzes, Exams

11. Create the structure for all the drawings needed in a complete system including the numbering system that links all of the drawings, sections and details together.
Given reading assignments and instructor presentation the student will
Given reading assignments and instructor presentation the student will
Investigate and explore AutoCAD commands
Given instructor presentations the student will answer a series of questions addressing AutoCad
Given reading assignments and instructor led presentation the student will Investigate
AutoCAD commands and symbols in an exploratory and introductory presentation
Assessment strategy: Homework, Classwork, Quizzes, Exams

*Note: Assessment Strategy There is a required Graded internet assignment

Grading/Exams:
Grading will be determined on the basis of tests, drawing assignments, homework assignments, quizzes, Electronic Library project, laboratory assignment, and final exam. This course will include a comprehensive final exam.

Grading
The course grade will be determined as follows:

Attendance..............................................5%
Quizzes and Homework...............................15%
Discussion Topic.........................................10%
Labs including the following drawings:

Drawing Assignment 1 - 6
Practice lab Drawings
Other lab Drawings as assigned
Labs and drawings...................................25%
Electronic Library Assignment..................5%
2 Tests..................................................15%
Final.....................................................25%

Total.................................................100%
Conversion of numeric average to Final (letter) Grade:

- 90-100 = A
- 80-89 = B
- 70-79 = C
- 60-69 = D
- 0-59 = F

**TENTATIVE CLASS SCHEDULE** (Please see Blackboard for specific information concerning each week)

<table>
<thead>
<tr>
<th>Week</th>
<th>Chapters</th>
<th>All assignments, quizzes, and labs for week due no later than:</th>
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<tbody>
<tr>
<td>1</td>
<td>4</td>
<td>09/20/2016</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>09/27/2016</td>
</tr>
<tr>
<td>3</td>
<td>Reading Drawings</td>
<td>10/04/2016</td>
</tr>
<tr>
<td>4</td>
<td>1, 2</td>
<td>10/11/2016</td>
</tr>
<tr>
<td>5</td>
<td>Assembly Drawings, Orthographic Drawings</td>
<td>10/18/2016</td>
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<tr>
<td>6</td>
<td></td>
<td>10/25/2016</td>
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<tr>
<td>7</td>
<td>13, 14</td>
<td>11/01/2016</td>
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<tr>
<td>8</td>
<td>16</td>
<td>11/08/2016</td>
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<tr>
<td>9</td>
<td>Isometric Drawings</td>
<td>11/15/2016</td>
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<tr>
<td>10</td>
<td>Reading Drawings #2</td>
<td>11/22/2016</td>
</tr>
<tr>
<td>11</td>
<td>17</td>
<td>11/29/2016</td>
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<tr>
<td>12</td>
<td>Drawings/Tolerances</td>
<td>12/06/2016</td>
</tr>
<tr>
<td>13</td>
<td>Review</td>
<td>12/13/2016</td>
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</tbody>
</table>

*Subject to change

**Attendance Policy**

Absence / Lateness is strongly discouraged. School is like a job. It is a commitment and absence or lateness will not be tolerated as it would not be tolerated in the workplace. If you miss or are late for classes, you miss important material and you will fall behind. This will affect other students in class if you are not prepared. It is YOUR RESPONSIBILITY to make up any missed class work.

Please note that if you miss more than 3 class periods, whether face-to-face or online, you will not pass this course.

**Electronic Lab Assignment**

An electronic library assignment will be due during the semester. The assignment will consist of directions that will require you to perform online research and answer questions concerning what you
found. Please refer to the Electronic Library Assignment directions under Course Content in Blackboard for further requirements. **You must provide an electronic address; first page of each used must be turned in after presentation.**

**Discussion Topics**

Discussion questions for students will be posted each week throughout the semester in the discussion section of Blackboard. Students will answer discussion question (10 points) and respond to one other student’s posting (10 points). There will be a total of 13 discussion assignments worth 20 points each.

**Initial responses to a discussion question should be posted by 11:59 p.m. on the Saturday prior to weekly class time.** Late responses will not be graded. Responses to classmates’ postings can occur anytime up to the next weekly class start time. After that time, discussion topic will be closed, and you will no longer be allowed to post. Postings will be given points according to the quality of thought behind the posting. A response to a posting that only says that “I agree with you” or “that’s a good comment” will not receive any points.

**Late Assignment Policy**

All homework, laboratories, and reading assignments should be submitted on time. **Any LATE work must be made up within 7 days of the due date.** If you do not do your homework, labs and reading in a timely manner, you will not be able to keep up with the class. Class information will be provided on Blackboard. It is your responsibility to look at it.

**Quizzes and Exams**

If you miss a quiz or an Exam, you will receive ZERO (0) points for that quiz or exam. If you miss any quizzes or Exams, it will be at the discretion of the Instructor whether it can be taken, and if so, it must be made up within 7 days of the original exam date. **The Quizzes and Exams will be based on the text, lecture material, lab exercises, and handouts.**

**Course Evaluation**

“This course is participating in a college-wide pilot project to investigate converting the end-of-course evaluation from a paper to an online process. The College has selected SmartEvals as the vendor with whom to conduct the pilot. SmartEvals maintains the highest level of security with the evaluation information and the information resides only on SmartEvals’ computer servers. Faculty are unable to identify individual evaluations and any data which has the potential to reveal the identity of a student (i.e. the only male in a class) is blocked from viewing. Please disable your pop-up blockers on your internet browser in order to access the evaluation. Your cooperation in completing the online evaluation at the designated time is greatly appreciated. The results from the course evaluation provide valuable feedback to your instructor in order to make changes as needed with curriculum and teaching. Please direct any questions about the online course evaluation system to Hope Ellis at hellis@worwic.edu. **Please complete the course evaluation, print out the SmartEvals confirmation page, and turn it in to me for credit. Credit will be 10 points to add to your final test score. See Blackboard calendar for dates towards the end of the semester to complete this evaluation.**
ACADEMIC HONESTY POLICY

Students are required to maintain a high level of academic performance. Cheating and plagiarism are defined in Wor-Wic's Student Conduct Policy found in the College Catalog. Infractions of this policy will result in the assignment or test. (*Satisfies GEO Objective 8*)

SERVICES FOR STUDENTS WITH DISABILITIES

Wor-Wic provides reasonable accommodations for students with disabilities, in compliance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. If you are in need of accommodations, please contact the counseling office at (410) 334-2899. For more information, see Wor-Wic’s Services for Students with Disabilities web page.

EMERGENCY INFORMATION STATEMENT

In the event of a flu epidemic or other emergency that results in the suspension of classes, faculty will be communicating with students about their courses and course requirements, such as assignments, quiz and exam dates, and class and grading policies, via faculty websites or Blackboard. Students will be responsible for completing all these assignments in accordance with class policies. Information about the resumption of classes will be communicated via the College's website and email system.