



STEM Course Syllabus

COURSE: *ADM-120*

COURSE TITLE: Manufacturing Processes

Credits: 3

INSTRUCTOR:

TERM:

DAY(S) AND TIME(S):

LOCATION:

OFFICE HOURS:

OFF. LOCATION:

EMAIL:

TELEPHONE:

Course Description: This course covers the basic processing methods for metals and woods. Topics include hand tools and power tools, machining, joining, shaping, bending, surface preparation and finishing, Computer-Aided Drafting (CAD) and blueprint.

Students' Learning Outcomes/ Objectives (SLO)

Upon successful course completion students will be able to:

1. Use various types of measuring devices;
2. Demonstrate proficiency in fabricating objects in metal;
3. Demonstrate proficiency in fabricating objects in wood;
4. Use various types of hand tools;
5. Use various types of power tools;
6. Maintain a safe and organized work space.

Text: Please Do Not Buy Any Textbook Yet, Handouts Will be Distributed in Class.

Course Outline:

week	Topic	SLO
1	Basic Blueprint Reading (Lecture and Lab)	2, 3
2	Computer Aided Drafting (CAD) Blueprint Sketching (Lecture and Lab)	2, 3
3	CAD Blueprint Sketching (Lecture and Lab continue)	2, 3
4	CAD Blueprint Sketching (Lecture and Lab continue) Proficiency Assessment #1	2, 3
5	Measurements (Lecture and Lab) Proficiency Assessment #2	1
6	Hand Tools (Screw Driver, Hammers, Files and Chisels) (Lecture and Lab) Proficiency Assessment #3	1, 3, 4, 6
7	Electric Driller, Drill Press and Tapping (Lecture and Lab) Proficiency Assessment #4	1, 2, 3, 4, 5, 6
8	Hand Saw, Circular Saw and Jig Saw (Lecture and Lab) Proficiency Assessment #5	1, 2, 3, 4, 5, 6
9	Electric Planar and Band Saw (Lecture and Lab) Proficiency Assessment #6	1, 3, 4, 5, 6
10	Surface Treatment (Lecture and Lab)	2, 3, 5, 6
11	Lathe (Lecture and Lab) Proficiency Assessment #7	1, 2, 3, 5, 6
12	Milling Machine (Lecture and Lab)	1, 2, 3, 5, 6
13	Milling Machine (Lecture and Lab continue)	1, 2, 3, 5, 6
14	Milling Machine (Lecture and Lab continue) Proficiency Assessment #8	1, 2, 3, 5, 6
15	Laser Printing (Lecture and Lab) Proficiency Assessment #9	1, 2, 3, 5, 6

Assessment:

Proficiency Assessment 100%

The grade scale for this class will be as follows:

- 93 – 100 = A
- 90-92.9 = A-
- 87-89.9 = B+
- 84-86.9 = B
- 80-83.9 = B-

76-79.9 = C+
70-75.9 = C
65-69.9 = D
Below 65 = F

Hudson County Community College (HCCC) deeply values its students, faculty, staff, and community members and is committed to being proactive and exceeding minimal requirements in the protection of the health and safety of all during the COVID-19 pandemic and always. HCCC takes the safety and well-being of the students, faculty, and staff seriously and has taken measures to ensure that course sections offered on-ground are offered in a safe and caring environment.

HCCC believes that safety during a pandemic is a shared responsibility and that all individuals must do their part. In an effort to protect the health and safety of its students, faculty, staff, and community members, HCCC has implemented the following protocols. Any individual who fails to adhere to these protocols will be required to leave the campus.

Face Masks: In alignment with Governor Murphy's Executive Orders 155 and 163, face coverings/masks must be worn inside all HCCC buildings. Some classes may require students, faculty, and staff to wear face shields due to the nature of materials handled in the course.

Health Screening: HCCC requires all individuals on campus to complete a two-step health screening process. Step 1 will require the completion of a health questionnaire prior to entering any of HCCC's buildings. If an individual passes this step, they move to Step 2, which consists of an on-campus temperature check. Thermal mirrors will be located at the entrance of each HCCC building. Individuals will approach the thermal mirror, and the device will signal if the individual's temperature is above the 100.4-degree Fahrenheit threshold. If an individual fails Step 2 of the screening process, the individual will be advised to wait in a well-ventilated designated area for 15 minutes before re-testing. If an individual fails the second temperature check, entrance to campus will be denied. HCCC's security officers will provide the individual with a document that clearly indicates next steps.

Navigating HCCC Buildings: Please note that all HCCC buildings will have separate entrances and exits. Stairwells will be one-way and elevators will have a limited capacity per ride. Signage with directions will be posted throughout buildings. Please follow signage accordingly.

Timeliness: Due to potential delays resulting from temperature screening protocols and the maintenance of social distance in lobbies, stairwells, and elevators, students are advised to allow for adequate time to get to class.

Workspaces: Classroom seating and lab stations will adhere to the 6-foot social distancing guidelines established by the CDC. The maintenance of a clean workspace within a classroom and lab setting is a responsibility we all share. All Personal Protective Equipment (PPE), disinfecting wipes, and any other miscellaneous garbage must be disposed of in the appropriate garbage receptacles. All backpacks, coats, and any other miscellaneous items must be placed under the table/desk, under the student's chair, or in designated space for such items, such as a locker room.

Food and Drink: No eating or drinking or chewing gum will be permitted in any classroom or lab. Culinary students will need to follow proper kitchen protocols regarding preparation and tasting of food. If a student needs to eat or drink, they should leave the building and eat outside. Grab-and-Go options will be available at certain campus cafes, but no seating will be available in the buildings. Upon re-entering the building, individuals' temperatures will be screened again before they are permitted to return to the classroom or lab.

Social Distancing: Occupancy of classrooms, labs, bathrooms, and common areas must follow all posted signage regarding occupancy limits and social distancing within any of those spaces. Please be mindful and respectful of others when leaving the classroom during class time as well as when entering and exiting the building. Between class sessions, instructional spaces (i.e., classrooms and labs) will be cleaned and disinfected and should not be occupied during that time.

Additional Resources: Please visit <http://www.hccc.edu/returntocampus/> for additional information.

CELL PHONE USE POLICY

Cell phones are not allowed during exams.

MANDATORY USE OF HCCC EMAIL ADDRESS

Members of the HCCC community are required to check their official HCCC email address in order to stay current with College and course communications. All college business communication between faculty, students, and staff must be sent via an official HCCC email address. If an employee or student elects to forward or link his/her HCCC email to a separate and private account, that individual remains responsible for all material transmitted to that account. Employees of HCCC shall not be responsible for any material that remains undelivered, due to defects in the private non-HCCC accounts. Failure in the operations of private email accounts shall not be cause for excuse from communications between the student and the employee. Students that encounter difficulty with HCCC email should view the FAQ's section on the Portal.

INCOMPLETE

An INCOMPLETE grade for the course is given under specific conditions when a student, because of serious and unexpected reasons, cannot complete the requirements of the course. For example, if a student did not attend the final because of illness his or her excuse must be verified by a physician. Other absences from other assigned activities must be made up at another appointed time. To arrange for an incomplete grade, the student must see the instructor before final exam, so proper documentations could established and submitted to Division and The office of Academic Affairs.

DISABILITY SUPPORT SERVICES:

Students with disabilities who believe that they might need accommodations in this class are encouraged to contact Disability Support Services at (201) 360-4157, as soon as possible to better ensure that such accommodations are implemented in a timely fashion. All disabilities must be documented by a qualified professional such as a Physician, Licensed Learning Disabilities Teacher Consultant (LDTC), Psychiatrist, Psychologist, Psychiatric Nurse, Licensed Social Worker or Licensed Professional Counselor, who is qualified to assess the disability that the student claims to have and make recommendations on accommodations for the student. All information provided to the Disability Support Services Program will be confidential between the program, professors involved with the student and individual student.

ACADEMIC INTEGRITY

Academic Integrity Standards

Academic integrity is central to the pursuit of education. For students at HCCC, this means maintaining the highest ethical standards in completing their academic work. In doing so, students *earn* college credits by their honest efforts. When they are awarded a certificate or degree, they have attained a goal representing genuine achievement and can reflect with pride on their accomplishment. This is what gives college education its essential value.

Violations of the principle of academic integrity include:

- Cheating on exams.
- Reporting false research data or experimental results.
- Allowing other students to copy one's work to submit to instructors.
- Communicating the contents of an exam to other students who will be taking the same test.
- Submitting the same project in more than one course, without discussing this first with instructors.
- Submitting *plagiarized* work. *Plagiarism* is the use of another writer's words or ideas without properly crediting that person. This unacknowledged use may be from published books or articles, the Internet, or another student's work.

Violations of Academic Integrity

When students act dishonestly in meeting their course requirements, they lower the value of education for all students. Students who violate the college's policy on academic integrity are subject to failing grades on exams or projects, or for the entire course. In some cases, serious or repeated instances of academic integrity violations may warrant further disciplinary action.

Detailed information on the College's Academic Integrity policy may be found in the *HCCC Student Handbook*. The handbook also contains useful information for students on completing research projects and avoiding plagiarism.

Hudson County Community College has many supportive services available to help meet your goals. Below are resources available to you:

SECURITY: Main Campus: 201-360-4080 North Hudson Campus: 201-360-4777	NATIONAL SUICIDE PREVENTION LIFELINE: 1-800-273-8255 CRISIS TEXT LINE: Text “HELLO” to 741-741	
IN AN EMERGENCY, PLEASE CONTACT SECURITY OR 911.		
Department	Journal Square Campus	North Hudson Campus
Counseling Services counseling@hccc.edu	201-360-4150 A Building, 2 nd Floor https://my.hccc.edu/advisement	201-360-4627 1 st Floor, Enrollment Center https://my.hccc.edu/advisement
Advising Services advising@live.hccc.edu		
Accessibility Services as@hccc.edu	201-360-4163 A Building, 2 nd Floor https://my.hccc.edu/as	201-360-4163 1 st Floor, Enrollment Center https://my.hccc.edu/as
Career Services career@hccc.edu	201-360-4184 A Building, 3 rd Floor https://my.hccc.edu/career-services	201-360-4138 2 nd Floor, Room 204 https://my.hccc.edu/career-services
Food Pantry foodpantry@hccc.edu	201-360-4701 J Building, Lower Level Room 002 my.hccc.edu/hudson-helps	201-360-4709 5 th Floor, Room 513A my.hccc.edu/hudson-helps
Financial Aid financial_aid@hccc.edu	201-360-4200 A Building, 2 nd Floor https://my.hccc.edu/fa	201-360-4214 1 st Floor, Enrollment Center https://my.hccc.edu/fa
Information Technology Services itshelp@hccc.edu	201-360-4310 A Building, Lower Level https://my.hccc.edu/its	201-360-4309 3 rd Floor, Room 309 https://my.hccc.edu/its
Library Journal Square librarian@hccc.edu North Hudson librarynhc@hccc.edu	201-360-4360 L Building, 1 st Floor http://www.hccclibrary.net/	201-360-4623 3 rd Floor http://www.hccclibrary.net/
Tutoring Center tc@hccc.edu	201-360-4187 L Building, Lower Level https://my.hccc.edu/tutoring	201-360-4779 7 th Floor, Room 704 https://my.hccc.edu/tutoring/
Writing Center wc@hccc.edu	201-360-4370 J Building, Room 204 https://my.hccc.edu/tutoring	201-360-4779 7 th Floor, Room 704 https://my.hccc.edu/tutoring/

