



STEM Course Syllabi

COURSE: *ADM 241*

COURSE TITLE: Manufacturing Design

CREDITS: 3

INSTRUCTOR:

TERM:

DAY(S) AND TIME(S):

LOCATION:

OFFICE HOURS:

OFF. LOCATION:

EMAIL:

TELEPHONE:

COURSE DESCRIPTION: This course is an overview of the manufacturing industry. Topics include organization structure, lean manufacturing, regulations, environmental and safety concerns, quality assurance, and modern manufacturing. There will be two field trips visiting nearby manufacturers. Students will also work on Capstone projects. Concepts discussed during lectures are reinforced during laboratory hours.

COURSE PREREQUISITE: Non

Safety:

Please click the following link and review the safety rules. At the end, please select "Send me a copy of my responses" and forward that email to me as proof of completion.

<https://www.hccc.edu/programs-courses/academic-pathways/stem/stem-safety-contract.html>

STUDENT LEARNING OUTCOMES

Upon successful completion of this course, students will be able to:

- 1. Outline key components in lean manufacturing*
- 2. Describe the structure of a manufacturing organization*
- 3. Summarize the process of quality control*

4. *Explain why OSHA is important to workers*
5. *Apply Computer Aided Drawing (CAD) on 3-dimensional design*

TEXTBOOK & SUPPLEMENTAL MATERIALS

Required Text:

How To Implement Lean Manufacturing, Lonnie Wilson, McGraw Hill Professional, Jul 6, 2009 ISBN: 0071625070

Quality Assurance: Applying Methodologies for Launching New Products, Services, and Customer Satisfaction, D. H. Stamatis, CRC Press, September 4, 2015
ISBN: 9781498728683

ATTENDANCE

Attendance is mandatory. For your reference, the college policy is generally that a student may fail a course due to lack of attendance if s/he missed more than 6 hours of instructional time for a 3-credit course.

GRADING POLICY

BREAKDOWN OF GRADING:

Homework:	40%
Test:	20%
Design Project:	40%
Total	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

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.

Mask and Vaccine Mandates

Due to the on-going issues related to COVID-19 and the Delta and Omicron variants, HCCC continues to require masks inside all HCCC buildings for the Spring 2022 term. Pending any future updates to CDC or State health guidelines, effective Monday, August 9, 2021 masks are required for all students, faculty, and staff inside all HCCC buildings as a recommendation of the Health and Safety Committee of the Return to Campus Task Force. All security desks at building entrances will have masks available.

In addition, effective Monday, December 20, 2021, all students attending on-ground classes or utilizing on-ground services must be fully vaccinated.

Please monitor the Return to Campus webpage:

(www.hccc.edu/community/returntocampus/index.html), the Return to Campus FAQs: (www.hccc.edu/community/returntocampus/faq.html), and all Return to Campus email communications for any potential future changes.

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

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

Hudson County Community College is committed to the creation of an inclusive and safe learning environment for all students. The Office of Accessibility Services is responsible for determining reasonable accommodations for students who encounter barriers due to disability (conditions can include but are not limited to: mental health, attention-related, learning, cognitive/developmental, vision, hearing, physical or health impacts). When the student completes the request process and reasonable accommodations are determined to be necessary and appropriate, an Accommodation Letter (Letter) will be provided. The student must provide the Letter to each course instructor. This should be done as early in the semester as possible as accommodations are not retroactive.

You can contact Accessibility Services by phone at 201-360-4157, by email at as@hccc.edu; visit their website at <https://www.hccc.edu/student-success/personal-support/accessibility-services.html> or visit them at 71 Sip Avenue, L010/L011, Jersey City, NJ and all information provided will be kept confidential.

Hudson County Community College (HCCC) fosters a welcoming environment that celebrates and encourages culturally responsive curricula, respects diverse viewpoints, and values discussions without censure or hostility. Our classrooms are strengthened by embracing all student voices and identities. The President's Advisory Council on Diversity, Equity, and Inclusion (PACDEI) encourages students to review DEI resources and initiatives at the following link:

<https://myhudson.hccc.edu/teamsites/Pages/pacdei.aspx>