



TENTATIVE—SUBJECT TO CHANGE

**MCHT 1012 Blueprint for Machine Tool
COURSE SYLLABUS
Spring Semester 2020 (202014)**

COURSE INFORMATION

Credit Hours/Minutes: 3/2250

Campus/Class Location: Swainsboro/6110

Class Meets: Monday, Tuesday, Wednesday, & Thursday / 11:20AM to 12:00PM

Course Reference Number (CRN): 40151

INSTRUCTOR CONTACT INFORMATION

Instructor Name: James Yearty

Email Address: [James Yearty \(jyearty@southeasterntech.edu\)](mailto:jyearty@southeasterntech.edu)

Campus/Office Location: Swainsboro/6111

Office Hours: 7:30 to 8:00 & 12:30 to 2:30 Monday, Tuesday, Wednesday, & Thursday

Phone: (478) 289-2323

Tutoring Hours (if applicable): Schedule with instructor as needed

SOUTHEASTERN TECHNICAL COLLEGE'S (STC) CATALOG AND HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook \(http://www.southeasterntech.edu/student-affairs/catalog-handbook.php\)](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

REQUIRED TEXT

Basic Blueprint Reading & Sketching 9th Edition ISBN-13: 978-1-4354-8378-1

REQUIRED SUPPLIES & SOFTWARE

Each student should have the following: Spiral notebook, pen, pencil, highlighter, & safety glasses. You will not be permitted to borrow from the Instructor or your fellow classmates.

Students should not share login credentials with others and should change passwords periodically to maintain security.

COURSE DESCRIPTION

Introduces the fundamental concepts necessary to develop blueprint competencies, interpret drawings, and produce sketches for machine tool applications. Topics include interpretation of blueprints, sketching, sectioning, geometric dimensioning and tolerance, and assembly drawings.

MAJOR COURSE COMPETENCIES

1. Interpretation of blueprints
2. Sketching
3. Assembly drawings
4. Sectioning
5. Geometric Dimensioning and Tolerance

PREREQUISITE(S)

None

COURSE OUTLINE

Introduces students to interpretations of blueprints, sketching, assembly drawings, sectioning, & geometric dimensioning and tolerances.

GENERAL EDUCATION CORE COMPETENCIES

Southeastern Technical College has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS

Tests and assignments must be completed on specified date. Students are also responsible for policies and procedures in the STC E-Catalog.

ATTENDANCE GUIDELINES

Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and also interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of "F" (Failing 0-59) and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an "F" in a course.

STUDENTS WITH DISABILITIES

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

Swainsboro Campus: [Macy Gay \(mgay@southeasterntech.edu\)](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210

Vidalia Campus: [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165

SPECIFIC ABSENCES

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please make arrangements with the appropriate campus coordinator.

Swainsboro Campus: [Macy Gay \(mgay@southeasterntech.edu\)](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210

Vidalia Campus: [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery **MAY NOT** be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" (Withdrawn) is assigned for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" (Failing 0-59) being assigned.

Informing your instructor that you will not return to his/her course, does not satisfy the approved withdrawal procedure outlined above.

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. A grade of "W" will count in attempted hour calculations for the purpose of Financial Aid.

MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC.)

Make up tests will be at the discretion of the instructor.

ACADEMIC DISHONESTY POLICY

The Southeastern Technical College Academic Dishonesty Policy states that all forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the Southeastern Technical College Catalog and Handbook.

PROCEDURE FOR ACADEMIC MISCONDUCT

The procedure for dealing with academic misconduct and dishonesty is as follows:

1. First Offense

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

2. Second Offense

Student is given a grade of "WF" (Withdrawn Failing) for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

3. Third Offense

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION

The Technical College System of Georgia (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life, and athletics. It also applies to the recruitment and employment of personnel and contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer	Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 165 Phone: 912-538-3126 Email: Helen Thomas (hthomas@southeasterntech.edu)	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas (ljonas@southeasterntech.edu)

ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College’s website.

ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College \(STC\) Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

TECHNICAL COLLEGE SYSTEM OF GEORGIA (TCSG) GUARANTEE/WARRANTY STATEMENT

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

GRADING POLICY

Assessment/Assignment	Percentage
Unit Assignments	20%
Unit Tests	50%
Final Exam	30%

GRADING SCALE

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

MCHT 1012 Blueprint for Machine Tool
Spring Semester 2020 Lesson Plan
 Subject to Change

Date/ Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates (all tests taken in Blackboard)	Competency Area
1/7/20 Day 1		First day of class: Class Introduction, Syllabi, Outline		1,2,3,4,5,a,b,c
1/8/20 Day 2	Unit 1	Bases for Blueprint Reading & Sketching	<ul style="list-style-type: none"> Read pages 1 thru 8 	1,2,3,4,5,a,b,c
1/9/20 Day 3	Unit 1	<ul style="list-style-type: none"> Bases for Blueprint Reading & Sketching 	<ul style="list-style-type: none"> Complete assignment on p. 9 	1,2,3,4,5,a,b,c
1/13/20 Week 1	Unit 2 Unit 3 Unit 4 Unit 5	<ul style="list-style-type: none"> The Alphabet of Lines and Object Lines Hidden Lines and Center Lines Extension Lines and Dimension Lines Projection Line, Other Lines, and Line Combination 	<ul style="list-style-type: none"> Assignment BP-2—p. 14 Assignment BP-3—p. 17 Assignment BP-4A—p. 20 Assignment BP-4B—p. 21 Assignment BP-5—p. 25 All assignments due by 1/16/20 	1,2,3,4,5,a,b,c
1/21/20 Week 2	Unit 6 Unit 7 Unit 8	<ul style="list-style-type: none"> Three-View Drawings Arrangement of Views Two-View Drawings 	<ul style="list-style-type: none"> Assignments BP-6A—p. 33 Assignment BP-6B—p. 35 Assignment BP-7—p. 38 Assignment BP-8A—p. 43 Assignment BP-8B—p. 45 Assignment BP-8C—p. 47 All assignments due by 1/23/20 	1,2,3,4,5,a,b,c
1/27/20 Week 3	Unit 9 Unit 10	<ul style="list-style-type: none"> One-View Drawings Auxiliary Views 	<ul style="list-style-type: none"> Assignment BP-9A—p. 51 Assignment BP-9B—p. 53 Assignment BP-10—p. 57 All assignments due by 1/30/20 	1,2,3,4,5,a,b,c
1/30/20		<ul style="list-style-type: none"> Units 1/10 	<ul style="list-style-type: none"> Unit Test 	

Date/ Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates (all tests taken in Blackboard)	Competency Area
2/3/20 Week 4	Unit 11 Unit 12 Unit 13 Unit 14	<ul style="list-style-type: none"> • Size and Location Dimensions • Dimensioning Cylinders, Circles, and Arcs • Size Dimensions for Holes and Angles • Location Dimensions for Points, Centers, and Holes 	<ul style="list-style-type: none"> • Assignment BP-11—p. 63 • Assignment BP-12—p. 69 • Assignment BP-13—p. 75 • Assignment BP-14—p. 79 • All assignments due by 2/6/20 	1,2,3,4,5,a,b,c
2/10/20 Week 5	Unit 15 Unit 16 Unit 17 Unit 18	<ul style="list-style-type: none"> • Dimensioning Large Arcs and Base Line Dimensions • Tolerances: Fractional and Angular Dimensions • Tolerances: Unilateral and Bilateral, Decimal Dimensions • Interchangeable Parts, Allowances, and Classes of Fit 	<ul style="list-style-type: none"> • Assignment BP-15—p. 83 • Assignment BP-16—p. 87 • Assignment BP-17—p. 93 • Assignment BP-18A—p. 97 • Assignment BP-18B—p. 98 • All assignments due by 2/13/20 	1,2,3,4,5,a,b,c
2/17/20 Week 6	Unit 19 Unit 20 Unit 21 Unit 22	<ul style="list-style-type: none"> • Representing and Dimensioning External Screw Threads • Representing and Specifying Internal and Left-Hand Threads • Dimensioning Tapers and Machined Surfaces • Dimensioning with Shop Notes 	<ul style="list-style-type: none"> • Assignment BP-19—p. 105 • Assignment BP-20—p. 111 • Assignment BP-21—p. 119 • Assignment BP-22—p. 125 • All assignments due by 2/20/20 	1,2,3,4,5,a,b,c
2/20/20		• Units 11 thru 22	• Unit Test	
2/24/20 Week 7	Unit 26 Unit 27	<ul style="list-style-type: none"> • Cutting Planes, Full Sections, and Section Lining • Half Sections, Partial Sections, and Full Section Assembly Drawings 	<ul style="list-style-type: none"> • Assignment BP-26A—p. 147 • Assignment BP-26B—p. 149 • Assignment BP-27A—p. 153 • Assignment BP-27B—p. 154 • All assignments due by 2/27/20 	1,2,3,4,5,a,b,c
3/2/20 Week 8	Unit 28	• Datums: Ordinate and Tabular Dimensioning	<ul style="list-style-type: none"> • Assignment BP-28—p. 159 • All assignments due by 3/4/20 	• 1,2,3,4,5,a,b,c

Date/ Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates (all tests taken in Blackboard)	Competency Area
3/9/20 Week 9	Unit 29	<ul style="list-style-type: none"> Geometric Dimensioning, Tolerancing, and Datum Referencing 	<ul style="list-style-type: none"> Assignment BP-29—p. 169 All assignments due by 3/12/20 	1,2,3,4,5,a,b,c
3/12/20		<ul style="list-style-type: none"> Units 26 thru 29 	<ul style="list-style-type: none"> Unit Test 	
3/16/20 Week 10	Unit 33	<ul style="list-style-type: none"> Detail Drawings and Assembly Drawings 	<ul style="list-style-type: none"> Assignment BP-33A—p. 199 Assignment BP-33B—p. 205 Assignment B2—p. 206 All assignments due by 3/19/20 	1,2,3,4,5,a,b,c
3/23/20 Week 11	Unit 34 Unit 35	<ul style="list-style-type: none"> Sketching Horizontal, Vertical, and Slant Lines Sketching Curved Lines and Circles 	<ul style="list-style-type: none"> Assignment BP-34A—p. 213 Assignment BP-34—p. 215 Assignment BP-35A—p. 219 Assignment BP-35B—p. 221 Assignment BP-35C—p. 223 All assignments due by 3/26/20 	1,2,3,4,5,a,b,c
3/30/20 Week 12	Unit 36 Unit 37	<ul style="list-style-type: none"> Sketching Irregular Shapes Sketching Fillets, Radii, Rounded Corners, Edges, and Shading 	<ul style="list-style-type: none"> Assignment BP-36—p. 227 Assignment BP-37A—p. 232 Assignment BP-37B—p. 233 All assignments due by 4/2/20 	1,2,3,4,5,a,b,c
4/2/20		<ul style="list-style-type: none"> Units 33 thru 37 	<ul style="list-style-type: none"> Unit Test 	
4/6/20 THRU 4/9/20		Student Holidays		
4/13/20 Week 13	Unit 40 Unit 41	<ul style="list-style-type: none"> Orthographic Sketching Oblique Sketching 	<ul style="list-style-type: none"> Assignment BP-40A—p. 245 Assignment BP-40B—p. 247 Assignment BP-41—p. 251 All assignments due by 4/16/20 	1,2,3,4,5,a,b,c
4/20/20 Week 14	Unit 42 Unit 43 Unit 44	<ul style="list-style-type: none"> Isometric Sketching Perspective Sketching Pictorial Drawings and Dimensions 	<ul style="list-style-type: none"> Assignment BP-42—p. 256 Assignment BP-43—p. 261 Assignment BP-44—p. 265 All assignments due by 4/23/20 	1,2,3,4,5,a,b,c
4/27/20 Week 15	Review	<ul style="list-style-type: none"> Review for Final Exam 	<ul style="list-style-type: none"> All quizzes, questions, and chapter tests must be completed prior to taking Final Exam Final exam due 4/30/20 	1,2,3,4,5,a,b,c

COMPETENCY AREAS: (WILL VARY FOR EACH COURSE/TAKEN FROM STATE STANDARDS)

1. Interpretation of blueprints

2. Sketching
3. Assembly drawings
4. Sectioning
5. Geometric Dimensioning and Tolerance

GENERAL CORE EDUCATIONAL COMPETENCIES:

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.