Basic Course Information

A. Instructor: Tom Barrett
B. Semester, Year: Fall 2012
C. Instructors Room: H 220
D. Instructor’s phone number: 443-840-4298
   email: tbarrett@ccbcmd.edu
E. School of Applied and Information Technology  410-455-4444
F. Class Times – Self-Paced
G. Instructor’s office hours:
   4:30 PM – 5:30 PM, Tuesday and Thursday
   8:30 AM – 10:00 AM, Monday and Wednesday
H. Pre-requisites and co-requisites: None

Course Goals

A. Overall Course Objectives as listed on the official common course outline

   Upon successful completion of this course, you should be able to:

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

   1. Open and close SketchUP©.
   2. Zoom and pan within a drawing.
   3. Create edges and surfaces.
   4. Create 2-D and 3-D geometry.
   5. Use the Value Control Box to control accuracy.
   6. Change the display to show different views.
   7. Create groups and components.
   8. Find components on the Internet.
   9. Import Google Earth imagery.
   10. Create scenes and animations.
   11. Plot drawings using color and shading techniques.

B. Major topics as listed on the official common course outline

   1. Starting a Drawing
   2. SketchUP© Interface
   3. X, Y, Z, Axes
   4. Edges and surfaces
   5. Stickiness
   6. Value Control Box and controlling accuracy
   7. Groups and Components
   8. Google Warehouse
   9. Text
   10. Plotting
   11. Rationale
This course will prepare you to use SketchUP effectively as a tool for developing conceptual designs. The knowledge gained through completion of this course can be applied in a variety of design-related disciplines such as architecture, interior design, GIS and civil engineering. This course is a supplement to the CAD program and is not a requirement or prerequisite for any other course.

**Evaluation**

**A. Requirements**

You will be required to meet with the instructor for an initial orientation. Two drawing submissions are required during the course and a final exam will be administered during the final week. If help is needed, the student should seek assistance from an Application Technician. If there are no technicians available, the coordinator should be called and an appointment arranged. The text is organized as a tutorial and the student is expected to complete the course in a reasonable amount of time (typically, between 40 and 60 hours). If the student does not complete the course during the semester he or she is registered, an incomplete (I) grade will be issued. The grade will be changed when the course requirements are fulfilled. A written request for an extension must be submitted if the course is not completed within one year after the end of the semester. Otherwise the incomplete grade will be changed to an F grade.

**B. Instructor’s grading policy**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Orientation:</td>
<td>10</td>
</tr>
<tr>
<td>Submission I</td>
<td>20</td>
</tr>
<tr>
<td>Submission II</td>
<td>20</td>
</tr>
<tr>
<td>Labs:</td>
<td>50</td>
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</tbody>
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**C. Instructor’s attendance policy**

Since this is a self-paced course there will be no required attendance other than the initial orientation meeting and the final exam.

**Course Procedures**

**A. Materials**

*SketchUp 8 Hands On: Basic Exercises – 2010* by Bonnie Roskes P.E.

[www.3dvinci.net](http://www.3dvinci.net)

*SketchUp software (optional)*


**B. Special procedures**

Orientation meeting
Two drawings must be submitted
A final exam must be taken
Work may be done in the CAD labs or at home

**C. Tentative lists of dates**

First Day – August 27, 2012
Submission I Due – October 15, 2012
D. Academic Dishonesty:

Academic honesty is expected of all students. Work submitted by students as their own must be their own, and materials take from any other source must be clearly identified as such. Falsification of data, plagiarism, copying from others in class, obtaining advance information about exams, and other violations of academic honesty are not acceptable. Records of cheating and plagiarism are on file in the Office of the Chief Academic Officer. The usual penalty for academic dishonesty is failure of the paper or exam or failure in the course, as determined by the instructor. The instructor may recommend a more severe penalty, such as dismissal from a program or from the College. A student may appeal any action taken under this policy.

Academic integrity is a core institutional value at CCBC. Students, faculty, administrators and staff have the right to expect a learning environment where academic integrity is valued and respected. To protect that right, it is essential that faculty address academic integrity issues when an incident is first identified. If academic dishonesty is established, the standard penalty for a first offense is an F in the course. Lesser penalties may be imposed if significant mitigating factors are present. A student remains subject to suspension or expulsion even for a first offense deemed egregious or harmful to CCBC's educational mission.

Classroom Behavior:

No audible beepers, headphones, or any other device that may interfere with the classroom instruction. Inappropriate or disruptive classroom or laboratory behavior is not tolerated by the college. Other than in exceptional circumstances, cell phones are to be turned off (or set to vibrate) during lab and lecture.

This is a ___信用/billable hour course. For each credit/billable hour, the student is expected to complete at least two hours of work per week outside of the class, including reading, class and lab preparation, homework, studying, etc.