

# DESIGN TECHNOLOGY DEPARTMENT

SPRING 2015 - COURSE SYLLABUS



**Course No. & Title:** INTARC 29 - Computer Skills for Interior Architectural Design

**Section Number:** 2440

**Units:** 3

**Prerequisite(s):** None

**Room:** AIR 134

**Day and Time:** Wednesdays 1:00-4:05pm

**Semester:** Feb. 17 – June 15

## INSTRUCTOR INFORMATION:

**Instructor name:** Sheila Cordova

**Email address:** [cordova\\_sheila@smc.edu](mailto:cordova_sheila@smc.edu)

**Websites:** [http://homepage.smc.edu/cordova\\_sheila](http://homepage.smc.edu/cordova_sheila) [www.smconline.org](http://www.smconline.org), [http://homepage.smc.edu/cordova\\_sheila](http://homepage.smc.edu/cordova_sheila)

## COURSE DESCRIPTION:

This introductory course covers the use of the computer as a tool for Interior Architectural Design in illustration, drafting, design and presentations. Students will gain basic computer literacy while being exposed to a variety of digital applications used in the field of Interior Design.

## TEXT:

No text required.

## COURSE OBJECTIVES:

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

- Utilize a variety of standard computer applications used in the interior architectural industry.
- Efficiently work with a computer, create files and folders, use keyboard shortcuts, work on a network and transfer files between programs.
- Understand file organization and proper backup procedures.
- Identify future trends and software in the Interior and Architectural Design Industry.

## STUDENT LEARNING OUTCOMES:

1. Students will exhibit strong academic behaviors including regular attendance, timeliness, participation in class activities, and adherence to the College Honor Code.
2. Utilize industry related software to create digital presentations for a variety of applications.
3. Identify and be familiar with standard computer operating procedures and leading industry software.

## **MATERIALS AND SUPPLIES:**

- Computer and Access to Internet (Student Services and Student Lab)
- Notebook for class notes
- Flash drive (to back-up files)

## **METHODS OF PRESENTATION:**

Lectures, (Threaded) Discussion, Demonstration, hands-on projects

## **METHODS OF EVALUATION:**

Grading is determined by participation and the timely completion of all assignments, projects and exams. Assignments and projects will be judged on technical execution and/or mastery of the underlying concepts. All coursework submitted must be original, completed solely by you.

To receive full credit, all assignments are due on time. Students are responsible for submitting all work on time regardless of technical difficulties. A late assignment may be submitted in class one week after the due date with one grade drop. No assignments will be accepted after that. Students must complete 75% of the coursework, including the final project, to pass the course. **Final projects that are submitted late will NOT be accepted.**

Your final grade will be calculated using the following percentages:

<u>% of Grade:</u>	<u>Evaluation Method:</u>	<b>GRADING SCALE:</b>	
5% ea	Project 1 and 2	A = 90-100%	Superior performance. Excellent achievement and craftsmanship in all work. Performs beyond course requirements.
10% ea	Project 4, 6, and 7	B = 80-89%	Above average performance. Consistent progress and craftsmanship. Meets all course requirements.
15% ea	Project 3 and 5	C = 70-79%	Average performance. Minimum time and effort spent on coursework. Fulfills basic course requirements.
10%	Participation/Exercises	D = 60-69%	Uneven performance. Minimal output and improvement in work. Requirements are only partially fulfilled.
10%	Mid-term Exam	F = 60% - below	Fails to meet a minimum of performance levels. Does not exhibit achievement or progress.
10%	Final Exam		
100%	TOTAL		

The emphasis of the class is to touch upon areas of Digital Drafting that are useful in the field. The main task you must focus on to be successful in this class is not to fall behind. If you do not understand an assignment ASK FOR HELP! Above all, try to have fun. The software is a tool you will be using often in the Interior Architectural Profession and should be exciting and stimulating as well as useful.

Week	Topic	Assignments and In Class Work	Due
<b>Week 1</b> February 18	Intro to Computer Basics LECTURE 1: Microsoft Word	Log onto SMC computer and to ecompanion <b>Assignment #1: Word</b> Paper with Images	By next class
<b>Week 2</b> February 25	LECTURE 2: Microsoft Excel LECTURE 3: AutoCAD	<b>Assignment #2: Excel</b> Worksheet and Chart <b>Assignment #3: AutoCAD</b> 2D Plan	<b>Assignment #1</b>
<b>Week 3</b> March 4	LECTURE 3: AutoCAD	<b>Assignment #3: AutoCAD</b> 2D Plan	<b>Assignment #2</b>
<b>Week 4</b> March 11	LECTURE 3: AutoCAD cont	<b>Assignment #3: AutoCAD cont.</b> 2D Elevation	
<b>Week 5</b> March 18	LECTURE 3: AutoCAD cont	<b>Assignment #3: AutoCAD cont.</b> dimensions and hatch	
<b>Week 6</b> March 25	LECTURE 4: Sketch Up	<b>Assignment #4: Sketch Up</b> 3D Furniture	<b>Assignment #3</b>
<b>Week 7</b> April 1	LECTURE 4: Sketch Up	<b>Assignment #4: Sketch Up</b> 3D Furniture	
<b>Week 8</b> April 8	<b>MID-TERM EXAM</b>	<b>EXAM</b>	<b>Assignment #4</b>
April 13 - 19	<b>NO CLASS</b>	<b>SPRING BREAK</b>	
<b>Week 9</b> April 22	LECTURE 5: Revit	<b>Assignment #5: Revit</b> 3D Building	
<b>Week 10</b> April 29	LECTURE 5: Revit cont	<b>Assignment #5: Revit cont.</b> 3D Building	
<b>Week 11</b> May 6	LECTURE 5: Revit cont	<b>Assignment #5: Revit cont.</b> 3D Building	
<b>Week 12</b> May 13	LECTURE 6: Photoshop	<b>Assignment #6: Photoshop cont.</b> Working with Images	
<b>Week 13</b> May 20	LECTURE 6: Photoshop cont	<b>Assignment #6: Photoshop cont.</b> Working with Images	<b>Assignment #5</b>
<b>Week 14</b> May 27	LECTURE 7: PowerPoint	<b>Assignment #7: PowerPoint</b> Displaying your work	<b>Assignment #6</b>
<b>Week 15</b> June 3	Working on the web	Posting portfolio work on the web	<b>Assignment #7</b>
<b>Week 16</b> June 10	<b>FINAL EXAM</b>	<b>FINAL EXAM</b>	

Assignments are due at the **beginning** of the class listed in the Due Column unless noted otherwise.

## **WITHDRAWAL POLICY:**

Students are responsible for withdrawing from a class and must not expect faculty to initiate withdrawal procedures for them. If you wish to drop this class, if you wish to drop this class, you may do so through Corsair Connect.

General information regarding drop dates, withdrawals, and other enrollment matters may be found at the [Admissions](#) section of the SMC website. The deadlines and dates for this term are also listed at the end of this syllabus.

After the eighth week of classes, students must have faculty approval and documentable extenuating circumstances to withdraw. Extenuating circumstances are unavoidable circumstances that prevent students from participating in further class activities and fulfilling remaining course requirements. Poor student performance in the course will **NOT** be considered as an extenuating circumstance.

## **CLASS POLICIES:**

### **Academic Honesty**

The SMC Honor Code and Code of Academic Integrity, printed in the General Catalog, remind students of their responsibility to behave honestly and ethically. It is your responsibility to familiarize yourself with these codes. Other guidance is also available online: [Student Responsibilities](#) [Honor Code](#) [Administrative Regulation 4412](#) Please be extremely careful that you do not engage in any behavior that could even be construed as cheating. Outside of class, students are allowed to study together. However, copying another student's work is not acceptable. If the instructor determines that students have violated the SMC Honor Code and/or the Code of Academic Integrity, the students may be assigned no credit. Future occurrences could result in academic disciplinary action. During an exam, talking to another student, looking at another student's paper or computer screen, using cheat notes or mobile devices, etc. are not permitted.

### **Attendance**

Students are expected to attend **ALL** class sessions, especially the first scheduled session. Lectures and hands-on demonstrations will not be repeated for individual students. Please make a commitment to be in class on time, arriving within the first 10 minutes of class, even if you have not completed the current assignment. You are responsible for notifying your instructor in advance of any absence or scheduling conflict. **You may be dropped from the class if you miss more than two consecutive classes without notifying your instructor.** Students who are out for 3 sessions due to illness need to provide a doctor's note to be reinstated back into the class.

### **Classroom Policy**

Food or drink is prohibited in the classroom with the exception of water bottles which are permitted as long as they remain closed and kept away from all equipment. Use of the computers for purposes other than the assignments for this class is not permitted. No cell phone or smart phone use will be permitted in the classroom. Please turn off all electronic devices prior to entering the classroom.

### **Recording of Class Lectures**

In accordance with Section 78907 of the California Education Code, students shall not use any electronic listening or recording device in any classroom without the prior consent of the instructor, except as necessary to provide reasonable auxiliary aids and academic adjustments to disabled students.

### **Students with Disabilities**

Santa Monica College accommodates students with disabilities. If you qualify for any special accommodations due to a disability, you need to officially process your request through the Disabled Students Programs and Services (DSPS) office as close to the beginning of the semester as possible. If you believe you have a learning disability that has not been documented, please notify the instructor and make an appointment at the DSPS office for assistance. The DSPS office is located in the Admissions/Student Services Complex, Room 101, and the phone numbers are (310) 434-4265 and (310) 434-4273 (TDD). Scheduling of accommodated exams will be arranged on a case-by-case basis.

### **Emergency Preparedness**

The safety of students at SMC is a priority. Please note that emergency procedures are posted in this classroom and every classroom. Also, [procedures](#) for various emergencies are delineated on the SMC website. Please take the time to familiarize yourself with these procedures today, when knowledge of what to do can be the most effective."

### **COLLEGE USE OF STUDENT WORK POLICY:**

By participating in this course, you agree to allow your work to be used by Santa Monica College for promotional purposes. These uses include, but are not limited to, display in the physical and web galleries, promotional video tapes, and printed promotional pieces. You retain complete rights to your work, and Santa Monica College may not use your work for non-promotional purposes without your prior agreement.

### **DISCLAIMER**

Some elements of the syllabus may be changed at the instructor's discretion. Students will be given at least 48 hours' notice of changes whenever possible. If there is any aspect of this syllabus which you do not understand, or to which you take exception, please let the instructor know within the first week of class.

### **SPRING 2015: DATES AND DEADLINES**

The sixteen week schedule is provided below for your information. Click [here](#) for the complete schedule including 8 week sessions.

#### **Sixteen Week Session (Full Semester)**

SPRING SEMESTER BEGINS.	Tuesday, Feb. 17th, 2015
Deadline to withdraw and receive REFUND (16 week session).	Visit your Corsair Connect portal for specific refund deadline dates.
Departmental Flex Day (NO CLASSES) CAMPUS OPEN.	Friday, Mar. 6th, 2015
Deadline to withdraw and AVOID "W".	Visit your Corsair Connect portal for specific refund deadline dates.
Institutional Flex Day (NO CLASSES) CAMPUS OPEN.	Thursday, Mar. 19th, 2015
Deadline to apply for Pass/No Pass.	Friday Mar. 20th, 2015
Deadline to withdraw and receive GUARANTEED "W".	Visit your Corsair Connect portal for specific refund deadline dates.
SPRING BREAK (NO CLASSES) (CAMPUS OPEN except for 04/13/2015).	Mon. Apr. 13th - Apr. 17th, 2015
Deadline to submit "Petition for Graduation" Spring Semester.	Thursday Apr. 30, 2015
NO FURTHER TRANSACTIONS ALLOWED. After this point, students must use the late withdrawal process which requires faculty approval with extenuating circumstances. NO GRADE check needed.	Sunday May 17, 2015
Memorial Day Holiday (CAMPUS CLOSED).	Monday May 25, 2015
Spring Semester Final Exams.	Jun. 9th, 2015 - Jun. 16th, 2015
End of Spring Semester.	Tuesday Jun. 16th, 2015