

INSTRUCTOR:	Lupe Gonzales	E-MAIL:	lgonzales@alvincollege.edu
OFFICE:	N 107	PHONE:	281-756-3992
OFFICE HOURS:	Monday – Thursday 4:30pm-6:30pm, Friday – 10:00am – 11:00am		
WEBSITE:	www.alvincollege.edu		

WELCOME TO:

Course Title: BASIC COMPUTER-AIDED DRAFTING

Course Number: DFTG 1409-HY60

Credit Hours: 4

Lecture Hours: Wednesday 6:30pm – 7:50pm

Lab Hours: Wednesday 8:00pm – 9:20pm in class lab N105 plus Hybrid Lab.

Total Contact Hours: 8

Term and Year: SPRING 2017

Class Days & Times: Wednesday 6:30pm

Classroom Location: N 105

A. COMMUNICATING WITH YOUR INSTRUCTOR

The preferred method of communicating with your instructor is through, e-mailing or by phone. You may also reach me in my office (281-756-3992). I will usually respond to emails within 24 hours.

B. COURSE DESCRIPTION

An introduction to computer-aided drafting. Emphasis is placed on setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinate systems, and plot/print to scale.

C. STUDENT LEARNING OUTCOMES

Identify terminology and basic functions used with CAD software; use CAD hardware and software to create, display, and plot/print working drawings

D. PRE-REQUISITE COURSES:

COSC-1401 (Passing Grade)

CO-REQUISITES: None

E. REQUIRED TEXTBOOK AND MATERIALS:

Textbook: AutoCAD and Its Applications-BASICS 2017

4 gig flash drive

For more information about the textbooks, including details about how to order your book online and have it delivered to you, visit the ACC College Store at www.alvincestore.com.

F. COURSE OUTLINE

COURSE OUTLINE
Introduction to course and get AutoCAD activation code
Chapter 1 Introduction to AutoCAD, Chapter 2 Drawings and Templates
Chapter 5 Line Standards & Layers and Chapter 6 View Tools and Basic Plotting
Chapter 3 Introduction to Drawing and Editing & Chapter 7 Object Snap and AutoTrack
Chapter 4 Basic Object Commands
Chapter 8 Construction Tools and Multiview Drawings
Chapter 9 Text Styles and Multiline Text
Chapter 10 Single-Line Text and Additional Text Tools
**** MIDTERM EXAM ****
Chapter 11 Modifying Objects
Chapter 28 Layout Setup & Chapter 29 Plotting Layouts
Chapter 12 Arranging and Patterning Objects
Chapter 23 Section Views and Graphic Patterns
Chapter 13 Grips, Properties, and Additional Selection Techniques, Chapter 14 Polyline and Spline Editing Tools, & Chapter 15 Obtaining Drawing Information
LAB & REVIEW
**** FINAL EXAM ****
****Schedule Subject to Change Your professor reserves the right to make changes to the syllabus policies of the course and to the schedule as needed. You are responsible for knowing the content of any announcements concerning your course. ****

G. EXAMS AND MAJOR ASSIGNMENTS

Lab Assignments: There will be lab assignments assigned for each chapter of the text book. Lab assignment due dates will be on MyBlackboard.

Exam Policy: There will be 2 exams given for the semester. Each exam will cover material from the lecture and material provided. Exam dates will be on MyBlackboard.

H. POLICIES ABOUT COURSEWORK AND DEADLINES

Late Course Work Policy:

No incomplete grade will be given in this course. All assignments and exams are to be completed by the due dates required. No late or incomplete assignments will be accepted for an unexcused absence. Not having a book or the AutoCAD software on your home computer is no excuse for late assignments. All students are responsible for backing up their work.

Expectations and Survival Tips:

- Please make sure that all cell phones are turned off or on the vibrate mode. No texting during a lecture. No cell phones are to be out during exams. If you are found with a cell phone out during the exam, it will result in a zero for that exam.
- You will have to study and practice outside of class to be successful.
- Come to my office if you find yourself getting behind. Don't wait until the last minute.
- Work is not an excuse for missing class. Make sure to work out your scheduling.
- Ask questions.
- Two brains are actually better than one. Form study groups in class when working in labs or outside of class.

Food and Drinks:

- No food or drinks in any of the department's classroom or labs at any time (during and after class hours).

Class Attendance Policy:

- All students are required to attend their scheduled lectures.
- Excused absences will be allowed for the following reasons:
 - School trips and/or functions – arrangements must be made with your instructor prior to the absence.
 - Death in the immediate family – a notice must be sent to your instructor.
 - Too ill to attend class – a note from your physician must be brought to your instructor.
- Extra credit work will not be granted for any reason.
- Students are responsible for all work missed. Notes, data, etc. from missed lectures may be obtained from other students and Blackboard. I will not repeat an entire lecture in a lab due to a students' absence.

I. GRADING SUMMARY

Grade Break-Down:

Labs:	50%
Exams:	50%
Total:	100%

Final Grade Percentage Distribution:

90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F

J. WITHDRAWING FROM CLASS/COLLEGE

It is recommended that the student talk to the instructor before withdrawing. Current course withdrawal information can be found in the printed version of the ACC Schedule for this semester or online at [ACC Course Withdrawal Instructions](#). Students who file withdrawal requests by the published deadline and have not exceeded the withdrawal maximum will receive a grade of W.

Six Drop Limit

The Texas Legislature passed a ruling that limits the number of classes a student can drop during their years as an undergraduate student to six. This policy applies to any student who was a first time college freshmen fall, 2007, or later, who attends a Texas public institution of higher education. Courses dropped while attending a private or out of state college do not count toward the six drop limit. For further information, refer to the [ACC Catalog](#) or contact Student Services.

K. GRADE APPEAL PROCESS

Students have one year from the date of the grade assignment to challenge a grade. Refer to the grade appeal process as published in the ACC Catalog at <http://www.alvincollege.edu/Programs-Degrees/Course-Catalogs>.

L. CLASS ATTENDANCE POLICY

Alvin Community College students are required to attend classes. If an absence is unavoidable, the student is responsible for completing all work missed during the absence. Instructors will not withdraw students for non-attendance, except in developmental courses. Absences in excess of two weeks are to be reported to the Office of Advising Services, along with appropriate recommendations. Departments and faculty may have other attendance policies for their course.

M. CODE OF ACADEMIC INTEGRITY AND HONESTY

Alvin Community College students are members of an institution dedicated to the pursuit of knowledge through a formalized program of instruction and learning. At the heart of this endeavor, lie the core values of academic integrity which include honesty, truth, and freedom from lies and fraud. Because personal integrity is important in all aspects of life, students at Alvin Community College are expected to conduct themselves with honesty and integrity both in and out of the classroom. Incidents of academic dishonesty will not be tolerated and students guilty of such conduct are subject to severe disciplinary measures.

N. CLASSROOM PROTOCOL

It is the right of each student to participate in his or her learning, and it is the responsibility of each student to not interfere with the learning of other students. It is the expectation of the college that each student assumes the responsibility to follow college policies and procedures governing classroom conduct on campus and online. This information is published in the ACC Student Handbook on page 42.

O. EVALUATION OF INSTRUCTION

Alvin Community College is dedicated to student success. As part of its ongoing improvement efforts, students will provide input for each course prior to the end of the semester enrolled. Evaluations will be completed in either online or paper format as directed by the Office of Institutional Effectiveness & Research.

P. ACC ACADEMIC SUCCESS AND SUPPORT SERVICES

The [ACC Tutoring/Learning Lab](#), located upstairs in building A, provides students with a variety of services including tutoring (math, writing, and other disciplines); computers and printers; and tables/carrels. Call 281-756-3566 or visit the [ACC Tutoring/Learning Lab Website](#) for more information.

The [ACC Library](#) is an excellent source for research and writing help. Quiet rooms are available for studying and doing class work. For more information, visit the [ACC Library Website](#) or call 281-756-3559.

[ACC Counseling Services](#) assist students with issues that may negatively impact academic success. To contact a counselor, call the office of Advising Services at 281-756-3534.

Americans with Disabilities Act

ACC complies with ADA and 504 Federal guidelines by affording equal access to individuals who are seeking an education. Students who have a disability and would like classroom accommodations must register first with the Office of Disability Services, A 136, or call 281-756-3533. Instructors are not able to provide accommodations until the proper process has been followed.

Assessment and Care Team (ACT)

The Assessment and Care Team is committed to improving community safety through a proactive, collaborative, coordinated, objective, and thoughtful approach to the prevention, identification, assessment, intervention and management of situations that pose a threat to the safety and well-being of the campus community. To educate and empower all members of the College community, resources and procedures are in place to prevent, deter, and respond to concerns regarding acts of violence. Alvin Community College offers assistance to departments and individuals in detecting indicators for concern and resources to protect themselves and their environments.

The Alvin Community College ACT accepts reports regarding any individual or incident at any time through an online referral form on the Assessment and Care Team page at <http://www.alvincollege.edu/ACT>, direct email to: ACareTeam@alvincollege.edu, or by contacting the Alvin Community College Police Department at 281-756-3700 or 832-250-3365 (after hours).

[MY Blackboard](#) support can be obtained by completing the [Online Support Form](#).

[WEBACCESS](#), Passwords or ACC Computer Lab Information: If you experience problems with WebACCess, please call the Help Desk at 281-756-3544 or email helpdesk@alvincollege.edu.

Q. MENTAL HEALTH COUNSELING AND SUICIDE PREVENTION SERVICES

As a student, you may experience a range of challenges that can interfere with learning, such as strained relationships, increased anxiety, substance use, feeling down, difficulty concentrating, and/or lack of motivation. These mental health concerns or stressful events may diminish your academic performance and/or reduce your ability to participate in daily activities. Advising services employs two Licensed Professional Counselors who can assist students with issues that negatively impact academic success. Consultation and referrals are confidential. The Counseling Referral form is located at:

<http://www.alvincollege.edu/CounselingServices.aspx>

Emergencies:

If you or someone you know at ACC feels overwhelmed, hopeless, depressed, and/or is thinking about dying by suicide, supportive services are available by requests at the Enrollment Services Center or by calling 281-756-3531, ask for a Counselor. You may also call the National Suicide Prevention Hotline 1-800-273-8255. This is a 24 hour, toll free, confidential suicide prevention hotline available to anyone in suicidal crises or emotional distress. If, however, you or someone you know is in an immediate crisis, go to the nearest Emergency Room, or call 911.

R. DISCLAIMER

(The instructor reserves the right to modify this syllabus as needed and will notify the students of any changes using email or Blackboard.)