

<b>INSTRUCTOR:</b>	Larry Huffman	<b>E-MAIL:</b>	<a href="mailto:lhuffman@alvincollege.edu">lhuffman@alvincollege.edu</a>
<b>OFFICE:</b>	Stringfellow Unit, Voc. Bldg., TDCJ	<b>PHONE:</b>	N/A
<b>OFFICE HOURS:</b>	Monday; 11:30am -4:50pm		
<b>WEBSITE:</b>	<a href="http://www.alvincollege.edu">www.alvincollege.edu</a>		

## **WELCOME TO: Alvin Community College, Stringfellow Unit, TDCJ, Design Technology CAD**

**Course Title:** Basic Computer-Aided Drafting  
**Course Number:** DFTG 1409  
**Credit Hours:** 4  
**Lecture Hours:** N/A  
**Lab Hours:** N/A  
**Total Contact Hours:** 96

**Term and Year:** FA 2018  
**Class Days & Times:** Monday; 11:30am – 4:50pm  
**Classroom Location:** Stringfellow Unit; Voc. Bldg., TDCJ

### **A. COMMUNICATING WITH YOUR INSTRUCTOR**

The preferred method of communicating with your instructor is direct communication during class time. However, if contact is necessary outside of class time, you may write and I-60 to me or to Ms. Bouse (ACC TDCJ Councilor).

### **B. COURSE DESCRIPTION**

A study in mastering fundamentals of AutoCAD commands and drawing techniques. Applications of AutoCAD are presented with basic drafting and design concepts. Topics are covered in an easy to understand sequence and progress in a way that allows you to become comfortable with the commands and your knowledge builds from one chapter till the next.

### **C. STUDENT LEARNING OUTCOMES**

At the completion of the course;

1. Students will demonstrate skill in the operation of a personal computer using AutoCAD software.
2. Students will develop an understanding of the step-by-step use of AutoCAD.
3. Students will learn examples and descriptions of industry practices and standards.
4. Students will demonstrate professional tips explaining how to use AutoCAD effectively and efficiently.
5. Students will learn to draw geometric shapes and constructions using AutoCAD
6. Students will be drawing multiview drawings (orthographic projections).
7. Students will learn editing operations that increase productivity.

**D. PRE-REQUISITE COURSES:** POFI 1204

### **E. REQUIRED TEXTBOOK AND SUPPLEMENTAL READINGS**

**AutoCAD and its Applications 2016 Basics; Authors: Terence M. Shumaker/David A. Madsen/David P. Madsen**

### **F. COURSE OUTLINE**

Introduction to AutoCAD	Dimension Standards and Styles
Drawings and Templates	Linear and Angular Dimensioning
Introduction to Drawing and Editing	Dimensioning with Tolerances
Basic Object Commands	Parametric Drafting
Line Standards and Layers	Section Views and Graphic Patterns
Construction Tools and Multiview Drawings	Block Attributes
Modifying Objects	Dynamic Block Tools
Polyline and Spline Editing Tool	Plotting Layouts

## G. EXAMS AND MAJOR ASSIGNMENTS

Exams: There will be 3 exams given for the semester. Each exam will cover material covered within the course. Each exam is 100 points each and will be graded using a rubric. Exam dates will be posted on Group Assignments on class computers. Be prepared for your exams. THERE WILL BE NO MAKE-UP EXAMS!! Late and/or incomplete exams will be given a grade of zero.

## H. POLICIES ABOUT COURSEWORK AND DEADLINES

Time management is a necessary skill. The following policy has been implemented to stress the importance of planning and meeting due dates. Assignments must be turned in by the due date. You are allowed three late assignments during a semester with a maximum grade of 70 (30 points deducted). After three late assignments, any additional late assignments will earn a grade of zero (0). Late assignments must be turned in no later than one week following the original due date. Assignments received later than one week following the due date will earn a grade of zero (0).

## I. GRADING SUMMARY

		GRADING SCALE
Drawings Assigned:	40% of grade	A = 90-100
End of Chapter questions:	15%	B = 80-89
Test Drawings	20%	C = 70-79
Final Exam:	<u>25%</u>	D = 60-69
	100% of grade	F = 59 or less

## 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. Students who file withdrawal requests by the published deadline and have not exceeded the withdrawal maximum will receive a grade of W. If a decision is made to withdraw, the instructor will notify Ms. Bouse and she will complete the process. Failure to withdraw by the deadline may result in a grade of "F".

### 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. 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 and TDCJ's policies and procedures governing classroom conduct in TDCJ's facilities.

## 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 paper format as directed by the Office of Institutional Effectiveness & Research.

**P. ACC ACADEMIC SUCCESS AND SUPPORT SERVICES**

[ACC Counseling Services](#) assist students with issues that may negatively impact academic success. Submit an I-60 form to Ms. Bouse to schedule counseling.

**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 contact the instructor.

**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.

**R. DISCLAIMER**

The instructor reserves the right to modify this syllabus as needed and will notify the students of any changes. All provisions and regulations of TDCJ and the rules of the institution will be observed and may take precedence over any provisions in this syllabus.