



Architectural Draft-Commercial-19332 DFTG-2328

RT 2021 Section 0001 3 Credits 08/23/2021 to 12/12/2021 Modified 11/30/2021

Course Meetings

Course Modality

Online on a Schedule (WS)

Fully online course with virtual meetings at scheduled dates and times

Meeting Days

Wednesday

Meeting Times

7:00PM - 9:00PM

Meeting Location

Online (Canvas)

Welcome and Instructor Information

Instructor: Mr. Allie Jones M.S., LEED GA

Email: allie.jones@hccs.edu

Phone: 7132999142

What's Exciting About This Course

This course is exciting because students will learn architectural drafting procedures, practices, and symbols including the preparation of detailed working drawings for a commercial building, with emphasis on commercial construction methods. During the course real world examples will be shared to give the students a current/fresh prospective on architectural drafting and it's application.

My Personal Welcome

Welcome to Architectural Drafting - Commercial —I'm delighted that you have chosen this course. I have a passion for architectural drafting and hope to make this class exiting and fun. I want to prepare you design and draw construction projects of many types. I will present the information in the most exciting way I know, so that you can grasp the concepts and apply them now and hopefully throughout your life. I will also incorporate real world examples to aid in your understanding.

Preferred Method of Contact

HCC Email: allie.jones@hccs.edu

Phone: (713) 299-9142

This is my mobile number and I am often in meetings throughout the day...so please text with your name, call back number and reason for the text and I'll get back to you asap.

Office Hours

Wednesday, Friday, 7:00 PM to 9:00 PM

Course Overview

Course Description

Architectural drafting procedures, practices, and symbols including the preparation of detailed working drawings for a commercial building, with emphasis on commercial construction methods.

Requisites

Must have completed DFTG 1305, 1309 and 1317 with a grade D (or higher).

Department Website

hccs.edu/programs/areas-of-study/construction-industry--manufacturing/drafting--design-engineering-technology/
(hccs.edu/programs/areas-of-study/construction-industry--manufacturing/drafting--design-engineering-technology/).

Core Curriculum Objectives (CCOs)

The Department of Labor has identified skill sets that U.S. employers want most in entry level employee. It is our commitment to prepare every student with the knowledge and skills needed to succeed in today's dynamic environment. The HCCS Drafting & Design Engineering Technology Department has specified that the course address the following core objectives:

- Interpret/communicate data: Selects and analyzes information and communicates the results to others using oral, written, graphical, pictorial, or multi-media methods.
- Monitors and corrects performance: Distinguishes trends, predicts impact of actions on system operations, diagnoses deviations in the function of a system, organization, and takes necessary action to correct performance.
- Design/improve systems: Prevents, identifies, or solves problems in machines, computers, and other technologies.
- Creative thinking: Uses imagination freely, combines ideas or information in new ways, makes connections between seemingly unrelated ideas, and reshapes goals in ways that reveal new possibilities.
- Students will be presented with a civil engineering problem for which they will be required to design solution.
- Based on known trends and their creativity, each student will be responsible designing a solution and diagnose deviations and solve problems in the function of the design and take actions necessary to improve on and correct performance.
- Evaluation of these skills will be based on the creativity, functionality and efficiency of the design.

Student Learning Outcomes and Objectives

Course Outcomes:

Utilize architectural terms, symbols, commercial construction materials and processes to produce a set of construction drawings including a site plan, floor plans, reflected ceiling plans, sections, elevations, schedules, and details.

Learning Objectives:

Upon completion of the course, the student should be able to:

1. Understand the drafter's role in architectural industry
2. Be able to easily utilize The Graphic Standards, Sweet's Catalog Files and the Uniform Building Code.
3. Be able to easily utilize (IBC) International Building Code, CoH (city of Houston) and other code platforms.
4. Understand general architectural terms and symbols.
5. Interpret architectural specifications
6. Demonstrate the ability to produce a set of commercial construction drawings to include a site plan, floor plans, reflected ceiling plan, sections, elevations, schedules, and details.
7. Produce a set of Working Drawing for a small commercial space
8. Exhibit skills of an entry level Architectural draftsman.
9. Be able to work with a team.
10. Comprehend verbal or written directions.
11. Understand the need to meet deadlines

Instructional Materials and Resources

Instructional Materials

The [HCC Online Bookstore](https://hccs.bnccollege.com/shop/hccs-central/page/find-textbooks) (<https://hccs.bnccollege.com/shop/hccs-central/page/find-textbooks>) provides searchable information on textbooks for all courses. Check with your instructor before purchasing textbooks because the book might be included in your course fees.

COMMERCIAL DRAFTING+DETAILING
 OPTIONAL [By JEFFERIS]
 EDITION: 4TH 16PUBLISHER: CENGAGE L
 ISBN: 9781285097398

IBC (International Building Code) 2015 or higher
 Download from Internet

2010 ADA Standards for Accessible Design
 Download from Internet

Temporary Free Access to E-Book

Here is the link to get temporary free access to a digital version of the text for fourteen days:

<< [add link] >>

Other Instructional Resources

Courseware

Content here...

✓ Course Requirements

Assignments, Exams, and Activities

Type	Weight	Topic	Notes
Class Participation	100 Points	In-Class Activities/Discussions	
Quizzes	200 Points (10)	Module Quizzes	The short quizzes consists of questions carefully designed to help you self-assess your comprehension of the information presented on the topics covered in the modules. Each question in the quiz is of multiple-choice or "true or false" format. Read each question carefully, and click on the button next to your response that is based on the information covered on the topic in the module.
Drawings	300	Project Drawings	
Exams	300 Points	Module/Chapter Exams (3)	
Final Exam	100 Points	Comprehensive Final Exam	

Grading Formula

Grade	Range	Notes
A	900-1000 Points	
B	800-899 Points	
C	700-799 Points	
D	600-699 Points	
F	0-599	

* Instructor's Practices and Procedures

Incomplete Policy

Add Content Here

Missed Assignments/Make-Up Policy

The student must request a make-up test and it should be scheduled at the earliest possible date following the quiz (or mid-term) missed. Please note that a make-up exam is not a retake. That is, make-up exams are allowed only for missed exams. NO make-up test is given for the final examination, quizzes, in-class activities or drawing assignments.

Academic Integrity

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/> (<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>).

Attendance Procedures

Add Content Here

Student Conduct

Add Content Here

Instructor's Course-Specific Information

Add Content Here

Devices

Add Content Here

Faculty Statement about Student Success

Add Content Here

Faculty-Specific Information Regarding Canvas

This course section will use Canvas (<https://eagleonline.hccs.edu> (<https://eagleonline.hccs.edu>)) to supplement in-class assignments, exams, and activities.

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

Social Justice Statement

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HCC Policies and Information

HCC Grading System

HCC uses the following standard grading system:

Grade	Grade Interpretation	Grade Points
A	Excellent (90-100)	4
B	Good (80-89)	3
C	Fair (70-79)	2
D	Passing (60-69), except in developmental courses.	1

Grade	Grade Interpretation	Grade Points
F	Failing (59 and below)	0
FX	Failing due to non-attendance	0
W	Withdrawn	0
I	Incomplete	0
AUD	Audit	0
IP	In Progress. Given only in certain developmental courses. A student must re-enroll to receive credit.	0
COM	Completed. Given in non-credit and continuing education courses.	0

Link to Policies in Student Handbook

Here's the link to the HCC Student Handbook <https://www.hccs.edu/resources-for/current-students/student-handbook/> (<https://www.hccs.edu/resources-for/current-students/student-handbook/>). In it you will find information about the following:

- Academic Information
- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search
- Childcare
- disAbility Support Services
- Electronic Devices
- Equal Educational Opportunity
- Financial Aid TV (FATV)
- General Student Complaints
- Grade of FX
- Incomplete Grades
- International Student Services
- Health Awareness
- Libraries/Bookstore
- Police Services & Campus Safety
- Student Life at HCC
- Student Rights and Responsibilities
- Student Services
- Testing
- Transfer Planning
- Veteran Services

Link to HCC Academic Integrity Statement

<https://www.hccs.edu/resources-for/faculty/student-conduct-resources-for-faculty/> (<https://www.hccs.edu/resources-for/faculty/student-conduct-resources-for-faculty/>).

Campus Carry Link

Here's the link to the HCC information about Campus Carry:

<https://www.hccs.edu/departments/police/campus-carry/> (<https://www.hccs.edu/departments/police/campus-carry/>).

HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go [to HCC Eagle ID \(https://www.hccs.edu/resources-for/current-students/student-e-maileagle-id/\)](https://www.hccs.edu/resources-for/current-students/student-e-maileagle-id/) and activate it now. You may also use Canvas Inbox to communicate.

Office of Institutional Equity

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement

[\(https://www.hccs.edu/departments/institutional-equity/\)](https://www.hccs.edu/departments/institutional-equity/)

Ability Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term conditions, mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to

<https://www.hccs.edu/support-services/ability-services/>

Title IX

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross

Director EEO/Compliance

Office of Institutional Equity & Diversity

3100 Main

(713) 718-8271

Houston, TX 77266-7517 or Institutional.Equity@hccs.edu

<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>

Office of the Dean of Students

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>

Student Success

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Reading the textbook
- Attending class in person and/or online
- Completing assignments
- Participating in class activities

There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as a guide.

Canvas Learning Management System

Canvas is HCC's Learning Management System (LMS), and can be accessed at the following URL:

<https://eagleonline.hccs.edu>

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

HCC Online Information and Policies

Here is the link to information about HCC Online classes, which includes access to the required Online Information Class Preview for all fully online classes: <https://www.hccs.edu/online/> (<https://www.hccs.edu/online/>).

Scoring Rubrics, Sample Assignments, etc.

Look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course. <https://eagleonline.hccs.edu/login/ldap> (<https://eagleonline.hccs.edu/login/ldap>).

Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
- Provide the course outline and class calendar that will include a description of any special projects or assignments
- Arrange to meet with individual students during office hours, and before and after class as required

As a student, it is your responsibility to:

- Attend class in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Be aware of and comply with academic honesty policies in the [HCCS Student Handbook](https://www.hccs.edu/resources-for/current-students/student-handbook/) (<https://www.hccs.edu/resources-for/current-students/student-handbook/>).

Sensitive or Mature Course Content

In this college-level course, we may occasionally discuss sensitive or mature content. All members of the classroom environment, from your instructor to your fellow students, are expected to handle potentially controversial subjects with respect and consideration for one another's varied experiences and values.

EGLS3

The EGLS³ ([Evaluation for Greater Learning Student Survey System](https://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/) (<https://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>)) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS³ surveys are only available for the Fall and Spring semesters. -EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

<https://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/> (<https://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>).

Housing and Food Assistance for Students

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

Student Resources

Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services](https://www.hccs.edu/resources-for/current-students/tutoring/) (<https://www.hccs.edu/resources-for/current-students/tutoring/>) website for services provided.

Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at <https://library.hccs.edu> (<https://library.hccs.edu>).

Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <https://www.hccs.edu/resources-for/current-students/supplemental-instruction/> (<https://www.hccs.edu/resources-for/current-students/supplemental-instruction/>).

Resources for Students:

<https://www.hccs.edu/resources-for/current-students/communicable-diseases/resources-for-students/> (<https://www.hccs.edu/resources-for/current-students/communicable-diseases/resources-for-students/>).

Basic Needs Resources:

<https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/> (<https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/>).

Student Basic Needs Application:

https://hccs.co1.qualtrics.com/jfe/form/SV_25WyNx7NwMRz1FH (https://hccs.co1.qualtrics.com/jfe/form/SV_25WyNx7NwMRz1FH).

COVID-19

Here's the link to the HCC information about COVID-19:

<https://www.hccs.edu/resources-for/current-students/communicable-diseases/> (<https://www.hccs.edu/resources-for/current-students/communicable-diseases/>).

Instructional Modalities

In-Person (P)

Safe, face-to-face course with scheduled dates and times

Online on a Schedule (WS)

Fully online course with virtual meetings at scheduled dates and times

Online Anytime (WW)

Traditional online course without scheduled meetings

Hybrid (H)

Course that meets safely 50% face-to-face and 50% virtually

Hybrid Lab (HL)

Lab class that meets safely 50% face-to-face and 50% virtually

Course Calendar

Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

Session	Topic/What's due

1	<ul style="list-style-type: none"> - Syllabus - Introductions - The Design Process - Quiz: Syllabus
2	<ul style="list-style-type: none"> - Chapter 1. Professional Careers and Commercial CAD Drafting - Chapter 2. The CAD Technician's Role in Office Practice and Procedure - Space Planning/Bubble Diagrams - Assignment/Quiz
3	<ul style="list-style-type: none"> - Chapter 3. Applying CAD Tools to Commercial Drawings - Chapter 4. Introduction to the International Building Codes - Assignment/Quiz
4	<ul style="list-style-type: none"> - Chapter 4. Introduction to the International Building Codes - Chapter 5. Access Requirements for People with Disabilities - Assignment/Quiz
5	<ul style="list-style-type: none"> - Chapter 5. Access Requirements for People with Disabilities - Assignment/Quiz
6	<ul style="list-style-type: none"> - Chapter 16. Floor Plan Components, Symbols, and Development - Assignment/Quiz
7	<ul style="list-style-type: none"> - Chapter 15. Land Descriptions and Drawings - Chapter 14. Project Manuals and Written Specifications - Parking Codes - Assignment/Quiz
8/9	<ul style="list-style-type: none"> - Chapter 20. Interior Elevations - Chapter 21. Ramp, Stair, and Elevator Drawings
11/10	<ul style="list-style-type: none"> - Chapter 6. Making Connections - Chapter 7. Wood and Timber Framing Methods - Chapter 8. Engineered Lumber Products - Assignment/Quiz
12	<ul style="list-style-type: none"> - Chapter 9. Steel Framing Methods and Materials - Chapter 10. Unit Masonry Methods and Materials - Assignment/Quiz
13	<ul style="list-style-type: none"> - Thanksgiving Break

14	<ul style="list-style-type: none">- Chapter 11. Concrete Methods and Materials- Chapter 12. Fire-Resistive Construction- Assignment/Quiz
15	<ul style="list-style-type: none">- MEP- Chapter 22. Drawing Framing Plans- Final Exam

Additional Information

Departmental/Program Information

The mission of the Drafting and Design Engineering Technology Program is to provide the most current technical training in Architectural or Engineering Design Drafting disciplines.

AWARD TYPES: Associate in Science, Certificate Level 1

We offer degrees in 6 specializations: General, Architectural, Civil, Electrical, Mechanical, Piping.

For study plans and additional information visit:

<https://www.hccs.edu/programs/areas-of-study/science-technology-engineering--math/drafting--design-engineering-technology/>

Process for Expressing Concerns about the Course

If you have concerns about any aspect of this course, please reach out to your instructor for assistance first. If your instructor is not able to assist you, then you may wish to contact the Department Chair.

Minh Pham

minh.pham@hccs.edu

713-718-8410