

HCC Course Syllabus Template (Information for Students)	Standard Information	Instructor Input
Discipline/Program Drafting and Design Engineering Technology	✓	
Course Title Basic CAD	✓	
Course Rubric and Number (e.g. HIST 1301) DFTG 1309	✓	
Semester with Course Reference Number (CRN) Spring 2011 (79812)		✓
Course Location/Times AM 2005 SU 11:30-5:00 PM		✓
Course Semester Credit Hours (SCH) (Lecture/ Lab) If applicable 3 SCH 2Lec 4Lab	✓	
Course Contact Hours – specify total numbers 96		
Course Continuing Education Units (CEU) If applicable 9.6		
Course Length (number of weeks) 16 Weeks		✓
Type of Instruction: Lecture-Lab		✓
Instructor: contact information (name, phone number, and email address) Luis Perez Luis.perez4@hccs.edu		✓
Office: location/hours Felix Fraga Academic Center 10:00-12:00PM M-TH		✓
Course Description An introduction to computer-aided drafting. Emphasis is placed on drawing setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using levels, coordinate systems, and plot/print to scale. .		✓ As written in HCC Catalog

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Course Prerequisite(s) Suggested DFTG1305 Corequisite		
Course Goal a. The Student will learn about computer file maintenance and operation from a CAD system b. The Student will learn the principals of 2D drawing development in CAD c. The Student will learn basic commands related to drawing , editing, dimensioning geometry and text input and editing. d. The Student will learn to access time efficiency advantages of engineering drawing production with CAD.		
Course Student Learning Outcomes (SLO) (4 to 7) a. The student will demonstrate proper drawing setup, scaling, and layout b. The student will demonstrate organization skills for storing and accessing files and utilizing CAD drawing elements. c. The student will demonstrate efficient use of the CAD Commands and options to insure drawing efficiency and accuracy. d. The student will demonstrate production of two-dimensional engineering drawings that include annotation and dimensioning in accordance to industry standards. e. The student will demonstrate creation of drawing block symbols and utilize them with the required insertion and scaling options.		
Learning objectives a. Use CAD technology appropriately by pre-planning the proper sequence of steps required to begin drawing production. b. Use CAD technology appropriately by demonstrating the storing and retrieving of completed work. Use logical file structure and file naming procedures. c. Use CAD technology appropriately by demonstrating patience and skill in the process of timely completion of drawing		✓ Connect to SLO

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<p>assignments.</p> <p>d. Use CAD technology appropriately by accessing the application facilities for proper dimensioning and annotation.</p> <p>e. Use CAD technology appropriately by demonstrating patience and skill in the process of creating and accessing a drawing symbols library.</p>		
<p>SCANS or Core Curriculum Statement If Applicable</p> <p>Selects technology: A student, judges which procedures, tools, or machines, will produce the desired results.</p> <p>Integrity/ honesty: A Student can be trusted. He/she recognizes, when faced with making a decision or exhibiting behavior that may break with commonly-held personal or societal values. Understands the impact of violating the beliefs and codes of an organization, self, and others, and chooses an ethical course of action.</p> <p>Individual responsibility: Exerts a high level of effort and perseverance toward goals attainment. Works hard to become excellent at doing tasks by setting high standards, paying attention to details, working well and displaying a high level of concentration even when assigned unpleasant tasks.</p>		
<p>Course Calendar</p> <p><u>Week 1</u></p> <p>User interface, draw commands structure, edit commands structure, file naming, file management, settings, Cartesian coordinates</p> <p>Assignment 1 (due week 1)</p> <p>Complete exercises provided by instructor.</p> <p><u>Week 2</u></p> <p>Absolute, relative, and polar coordinates, snap and object snaps, zoom and pan.</p> <p>Assignment 2 (due week 3)</p> <p>Complete exercises provided by instructor.</p> <p><u>Week3</u></p> <p>Edit commands for moving and rotating drawing elements, divide and measure commands, Inquiry commands, layer settings, f-key</p>		<p style="text-align: center;">✓</p> <p>List of assignments and due dates</p>

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<p>toggles, status bar and settings, annotation scaling, dimensioning and annotation using default settings</p> <p>Assignment 3 (due week 4)</p> <p>Complete exercises provided by instructor.</p> <p><u>Week 4</u></p> <p>Edit commands for xline, copy, trim, extend, fillet, mirror, sketch, hatch, variable settings.</p> <p>Assignment 4 (due week 5)</p> <p>Complete exercises provided by instructor.</p> <p><u>Week 5</u></p> <p>Edit commands for array, drawing layout and scale</p> <p>Assignment 5 (due week 6)</p> <p>Complete exercises provided by instructor.</p> <p><u>Week 6</u></p> <p>Edit commands for definition of symbol blocks library, inserting of symbol blocks, rectangle, ellipse, polygon</p> <p>Assignment 6 (due week 8)</p> <p>Complete exercises provided by instructor.</p> <p><u>Week 7</u></p> <p>Commands for text annotation, scale, justification, mtext, style, fonts. Review Mid-term drawing. Midterm review</p> <p><u>Week 8</u></p> <p>Mid-term</p> <p><u>Week 9</u></p> <p>Assignment 7 (due week 10)</p> <p><u>Week 10</u></p> <p>Assignment 9 (due week 11)</p>		
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<p><u>Week 11</u></p> <p>Assignment 10 (due week 12)</p> <p><u>Week 12</u></p> <p>Assignment 11 (due week 13)</p> <p><u>Week 13</u></p> <p>Assignment 12 (due week 14)</p> <p><u>Week 14</u></p> <p>Assignment 13 (due week 15)</p> <p><u>Week 15</u></p> <p>All assignments are due</p> <p>Review for final exam</p> <p><u>Week 16</u></p> <p>Final Exam</p> <p>Date:</p> <p>Time:</p> <p>Late assignment policy:</p>		
<p>Instructional Methods: Instruction will be traditional classroom in a lab with workstations and the CAD software. Demonstrations on proper operation of the CAD software and plotters will be included.</p>		<p style="text-align: center;">✓</p> <p>Options listed in Curriculum Guide</p>
<p>Student Assignments: Reference Course Calendar</p>		<p style="text-align: center;">✓</p> <p>Options listed in Curriculum Guide</p>
<p>Student Assessment (s): Students will be assessed on completeness of each assignment, to an accurate stated scale and proper layout and composition.</p>		<p style="text-align: center;">✓</p> <p>Options listed in Curriculum Guide</p>
<p>Instructional Materials: The AutoCAD Software will be available to students in a classroom/ lab setting as well as from a remote computer via the Southeast College Citrix Server.</p>	<p style="text-align: center;">✓</p> <p>Discipline/Program will select two options for required textbook</p>	<p style="text-align: center;">✓</p> <p>Options listed in Curriculum Guide</p>
<p>HCC Policy Statement: ADA The Houston Community College, Drafting and Design Technology Program is committed to making all aspects of the program</p>	<p style="text-align: center;">✓</p>	

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<p>accessible to individuals with disabilities. Students with disabilities, as defined by the American with Disabilities Act (ADA), are required to obtain certification of their impairment through the Southeast College ADA Certification Office.</p>		
<p>HCC Policy Statement: Academic Honesty Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. College System Officials may initiate penalties and/or disciplinary proceedings against a student accused of scholastic dishonesty. "Scholastic dishonesty" includes, but is not limited to, cheating on a test, plagiarism, and collusion. "Cheating" on a test includes:</p> <ul style="list-style-type: none"> • Copying from another student's test paper; • Using materials during a test that are not authorized by the person giving the test; • Collaborating with another student during a test without authority; • Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of an un-administered test; • Bribing another person to obtain a test that is to be administered. <p>"Plagiarism" means the misuse of another's work and the deliberate incorporation of that work into work you offer for credit. "Collusion" means the unauthorized collaboration with another person in preparing work offered for credit. Determination of scholastic dishonesty will be at the discretion of the instructor.</p>	<p>✓</p>	
<p>HCC Policy Statement: Student attendance, 3-peaters, withdrawal deadline You are expected to attend all lecture classes and labs. You are also responsible for all materials covered in either lecture or lab. In the case of your absence, you must contact the instructor to obtain make-up assignments or arrange make-up testing, either of which can be distributed at the instructor's discretion. Class attendance is checked daily. The instructor has the authority to drop you from the class for excessive absences, that is, you may be dropped from a course after accumulating absences in excess of 12.5 percent of the total hours of instruction (lecture and lab). For example: A 3 credit hour lecture/lab class meets six hours per week. When a student misses 12 hours of class, the student has reached the 12.5% absence. Administrative drops are at the discretion of the instructor. It is your responsibility to drop a course, should you choose not to complete it. Failure to withdraw officially will result in you receiving the earned grade including "F", on the course. Note: <i>Although it is your responsibility to officially</i></p>	<p>✓</p>	

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<p><i>withdraw from a course, it is always a good idea to discuss any attendance problems with your instructor first. Class attendance is very important, but your instructor may be able to help you catch up. If you become ill or know you are going to miss class for some reason, tell your instructor as soon as possible. Instructors are not able to award a "W" as a final grade.</i></p> <p>RELIGIOUS HOLIDAYS: If you observe a religious holiday and miss class, you must notify your instructor in advance to arrange to take a test or make up an assignment.</p>		
Instructor Requirements	Student must set up HCC E-mail Accounts	✓ Options listed in Curriculum Guide
Program/Discipline Requirements If applicable	✓	
HCC Grading Scale	✓ A = 100 – 90; B = 89 – 80; C = 79 – 70; D = 69 – 60; 59 and below = F	
Instructor Grading Criteria		✓ Options listed in Curriculum Guide

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