BASIC COMPUTER-AIDED DRAFTING
DFTG-1409-63400
2016SP
1/20/2016 – 5/12/2016

Professor: Steve Billingslea
Email: sbillingslea@dccc.edu
Office Phone Number: 214-860-8720
Office Number: W113D
Office Hours: As posted on office
Meeting Days & Time: Online MTWRF
Room Number: W113B
Credit Hours: 4 (2 Lecture, 6 Lab)

Division: Business, Computers, Mathematics & Technology
Office Hours: As posted on office
Office Phone: 214-860-8645
Office Location: W210

Course Description:
DFTG 1409 is an introduction to basic 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 layering and
coordinate systems; as well as input and output devices.

Course Pre-requisites: None

Course Materials/Supplies Needed
1) AutoCAD and Its Applications Basics 2016 By Shumaker and Madsen
   If you you choose to use the MVC CAD Lab #2 and #3 applies to you.
2) 1 CDR or a USB Flash Drive
3) Computer Headphones

All required resource materials must be provided by the student. If you fail to provide your resource
materials, you will be denied assistance in the lab. (Financial Aid is available if needed)
Student Learning Outcomes
After successful completion of this course the student should be able to:
   A. The student can effectively choose and execute AutoCAD commands including various options within each command.
   B. The student can produce working drawings using AutoCAD.
   C. The student can manipulate the printer and plotter to produce scaled hard copy drawings from the AutoCAD generated geometry.

Course Outline: On separate spreadsheet file

Instructor Attendance Policy:
Students are expected to monitor their own attendance in class throughout the semester. **Announcements online are spaced two per week to mirror a normal face to face class.** Grades are determined by the completion of the given assignments.

Students must begin attendance in all classes of enrollment. No exceptions. Financial Aid will not be granted to students who have been certified as not attending, by the certification date. For this lecture course, your physical participation in class, on or before the certification date will allow you to receive credit for FA purposes. For certification dates, check with the division or FAO for further information. Students, who are not certified as beginning class, are responsible for any payments due as a result of non-certification, to include the dropping of courses.

Certification Procedures:
After the online student reads this syllabus he or she must take the syllabus assessment located in “Course Information” on eCampus. This must be done prior to **February 2, 2016**. If not, the student will be reported as “non attended” to the district.

Grading Scale:
<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drawings</td>
<td>75%</td>
</tr>
<tr>
<td>Tests</td>
<td>25%</td>
</tr>
</tbody>
</table>

100%

Evaluation Procedures:
**Drawing Due Date:**
Drawings will be due 1 week after the assignment is given. The student will have 2 weeks to correct the drawing and resubmit it for a maximum score of 90. Drawings turned in late will be penalized 10 points and will not be eligible to be resubmitted.

**Drawing Deadline:**
After 1 week past the due date the assignment will not be accepted and the student will receive a grade of zero.

**Grading percentages and the final letter grade will be as follows:**
- 90%-100% = A
- 80%-89% = B
- 70%-79% = C
- 60%-69% = D
- < = 59% = F
Laboratory Policies:

Students taking distance learning classes may use the CAD Lab at MVC to do their work if they choose to do so. Open Hours are posted in the Lab. To use the lab during class meeting times at night and Saturdays obtain permission from the instructor conducting class. The last lab day of the semester is May 12, 2016. The CAD Lab will close at 12 Noon on that day. No assignments or projects will be accepted after this date and time.

Rules & Regulations

Students who use the CAD Lab must comply with these rules. There is No Food, No Drinks, No Cell Phones, and No Children allowed in the CAD Lab or Lecture Lab. All cell phones should be turned off prior to entering the class. If your cell phone goes off, or if you bring food, drink, or children into the lab, you will be asked to leave for that day.

Students who have disruptive behaviors will be expelled from the classroom.

Withdrawal Policy:

If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar’s Office by April 14, 2016. Failure to do so will result in your receiving a performance grade, usually an "F."

If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a "W" (Withdraw) in each class dropped.

Students often drop courses when help is available that would enable them to continue. I hope that you will discuss your plans with me if you feel the need to withdraw.

Academic Dishonesty:

Students that caught plagiarizing an assignment will be subject to an “F” in the course and possible expulsion from the college.

Academic honesty is expected, and integrity is valued in the Dallas County Community Colleges. Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct published in the DCCCD Catalog. More information is available at https://www1.dcccd.edu/catalog/ss/code.cfm.

Institution Policies: Please visit http://www.mountainviewcollege.edu/Academics/Documents/Institutional%20Policies.pdf for a complete list of institutional policies (Stop Before You Drop; Withdrawal Policy; Repeating a Course; Financial Aid; Academic Dishonesty; Americans with Disabilities Act Statement; Religious Holidays; and Campus Emergency Operation Plan and Contingency Plan.).