
COURSE SYLLABUS

Computer Aided Drafting & Design
Industrial Technology Department
Technical Education Division
South Plains College
Levelland Campus



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COURSE INFORMATION

COURSE NUMBER	DFTG-1305-001
COURSE TITLE	Introduction to Technical Drawing
PREREQUISITE(S)	ENGR 1304 or concurrent with ENGR 1304
LOCATION	TA 207
TEXTBOOK	Technical Drawing 101 with AutoCAD 2021 - <u>Author:</u> Smith, D., et.al. - <u>Publisher:</u> SDC Publications
DESCRIPTION	This is a basic introductory course in the fundamentals of engineering drawing. This course is designed to build a strong foundation in the practices and principles of engineering drawing that includes: Routine engineering and drafting department customs, standard engineering and drafting terminology, the alphabet of lines, orthographic projection of multiple views, freehand sketching and dimensioning concepts. The student gains practical experience in geometric construction, size and shape description, projection methods, sectional views, auxiliary views, dimensioning and basic industrial manufacturing processes, and computer-aided drafting and design.
SCOPE	The scope of <u>Introduction to Technical Drawing</u> will be for sixteen weeks, which will include two (2) hours of lecture per week and four (4) hours of laboratory experience per week, for a total of ninety-six (96) contact hours per semester.
COURSE OUTCOMES	Demonstrate an understanding of geometric construction, various view selections, and principles of working drawings, competency in drafting principles in plane geometry, technical sketching, orthographic projection theory and practice, auxiliary views, and competency in sectioning, dimensioning, and defining tolerances.
COURSE TOPICS	<ol style="list-style-type: none">1) Orientation2) Alphabet of Lines3) Shape Description / Geometric Construction4) Multiview Projection / Orthographic Projection6) Section & Auxiliary Views7) Dimensioning Working Drawings8) Computer Aided Drafting and Design

GRADING

WEIGHTS	Daily Assignments	50%	SCALE	A	90 – 100%
	Mid-Term	20%		B	80 – 89%
	Final Exam	20%		C	70 – 79%
	Attendance	10%		D	60 – 69%
				F	59% or Below

DAILY ASSIGNMENTS Each practical drawing assignment will be calculated with 100 points as the highest possible grade.

Practical drawing assignments will be graded according to the following criteria:

- 1) Neatness
- 2) Line Criteria
- 3) Text Criteria
- 4) Dimensioning Criteria
- 5) Choice & Location of Views
- 6) Correctness & Accuracy of Views (shape description)
- 7) Nomenclature

REVIEW QUESTIONS Review questions may be assigned for lecture content and will be returned to student as a study guide for subsequent assessments.

QUIZ/EXAM Quizzes and Exams may be given periodically for the purpose of assessment. This may include practical drawing assessments, written assessments and or project-based assessments.

MID-TERM / FINAL PROJECT The mid-term and final projects will be comprehensive in nature, comprised of information from the previous lessons throughout the semester.

ASSIGNMENT CORRECTIONS All required work must be turned in on time in order for the student to benefit from the corrections and to prepare for future assignments.

Assignments with a grade below 85, unless otherwise specified, can be corrected and resubmitted for an amended grade. An amended grade will have a maximum value of **85**. This is a one-time correction process and does not apply to late or missing work.

Any assignments that are not turned in at the specified time and date will immediately receive a grade of Zero (0) – Late work will still be graded, but with a maximum grade of 85 – this will count as the students' correction.

All electronic classwork must be saved to your folder on the CAD server. Any assignment not on the server at the time of grading will immediately receive a grade of Zero (0) – improperly filed work will still be graded, after it is filed correctly, but with a maximum grade of 85 – this will count as the students correction.

CLASSROOM POLICIES

DISCLAIMER The instructor reserves the right to amend any class policies or syllabus content as deemed necessary by South Plains College and will announce such changes ahead of time to the class. If a student has any questions about a change in policy, they have the right to discuss said change with the instructor.

ATTENDANCE **Four absences**, for any reason, are allowed per semester. Tardies, defined as not being present in class within 5 five minutes of the start of class, or leaving lab early by an hour or more, will count as ½ absence. Your grade will drop one letter grade per each absence over the allowable limit. Six absences could result in the student being dropped from the course.

Whenever absences become excessive, an **Excessive Absence Report** will be sent to the Dean of Students and, if in the instructor's opinion, minimum course objectives cannot be met due to absences, the student may be withdrawn from the course with the appropriate letter grade X, W, or F.

WITHDRAWAL

Any student wishing to drop this class should go through the proper procedure of initiating the withdrawal by obtaining a **drop form** from the Registrar's Office. This form must be signed by the instructor.

OTHER POLICIES

Food and drink will be allowed at a student's work station as long as computers are not affected in a negative way. Drinks must be covered and stored away from computers so as not to damage any component. All workstations must be thoroughly cleaned before a student leaves class.

Music is allowed in the classroom during lab time only - as long as it is played through headphones.

Phones should be muted during the lecture phase of class. Phones are permitted during lab time when used directly for research or class initiatives. If a call is necessary, please excuse yourself from the class to address the call.

Students should adhere to all other standards established in the SPC Catalog found under *Student Conduct*.

The computers within the CAD Lab have been optimally set to enhance learning for students. The configurations are set to establish a base of reference for all students, and so the instructor can optimize aid to each student. Please do not alter the configurations of any workstation or computer at any time. Lab computers are monitored remotely

Covid-19

Consistent with the latest CDC recommendations, we have revised our guidance for students, faculty, and staff who have a known exposure or have tested positive. Anyone with a known exposure should wear a mask for 10 days and should seek a COVID-19 test on day five after exposure. If you test positive or develop symptoms, you should immediately self-isolate and seek a COVID-19 test. Please immediately notify your instructor, supervisor, and DeEtte Edens, Associate Director of Health and Wellness, any time you test positive for COVID-19. Anyone who tests positive is required to self-isolate for five days. Following the five-day isolation period, if you are asymptomatic or your symptoms are resolving, you may return to work or class but should wear a mask for five additional days. If you are still symptomatic, please contact DeEtte Edens at dedens@southplainscollege.edu or 806-716-2376 prior to your return date.

ACCOMMODATIONS

Diversity Statement

In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

Disabilities Statement

Any students who, because of a disability, may require special arrangements in order to meet the course requirements should contact the instructor as soon as possible to make and necessary arrangements. Students must present appropriate verification from the SPC Disability Service Office during the instructor's office hours. Please note that instructors are not allowed to provide classroom accommodations until appropriate verification from the SPC Disability Service Office has been provided. For more information, you may contact the Disability Services Office (located in the Health & Wellness Center) at [806-716-2529](tel:806-716-2529) or visit

<http://www.southplainscollege.edu/health/disabilityservices.php>

Equal Opportunity, Harassment, and Non-Discrimination Statement

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number [806-716-2360](tel:806-716-2360).

South Plains College is dedicated to providing a safe and equitable learning environment for all students. Discrimination, sexual assault, and harassment are not tolerated by the college. The Health and Wellness Center offers confidential support ([806-716-2529](tel:806-716-2529)) and Voice of Hope has a 24-hour hotline ([806-763-7273](tel:806-763-7273)). You are encouraged to report any incidents online at <http://www.southplainscollege.edu/about/campusafety/complaints.php>

Title IX Pregnancy Accommodations Statement

If you are pregnant, or have given birth been within six months, under Title IX you have a right to reasonable accommodations to help continue your education. Students who wish to request accommodations must contact the Health and Wellness Center at [806-716-2529](tel:806-716-2529) to initiate the process.

Campus Concealed Carry

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to the SPC policy at:

http://www.southplainscollege.edu/human_resources/policy_procedure/hhc.php

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at [806-716-2396](tel:806-716-2396) or [9-1-1](tel:806-716-2396).