



<http://www.dmacc.edu>

Campus Name: Ankeny

Course Title: Introduction to Computer-Aided Drafting

Course Number: CAD119

Section Number & CRN: 2/11315

Instructor Information

Name	John Leetch
E-mail Address	jmleetch@dmacc.edu
Phone Number	515-964-6377
Fax Number	515-964-6815
Office Location	3E102A
Office Hours	10:35a to 12:00 noon MW & 10:50p to 12:00p TR
Instructor Introduction	n/a
Instructor Web Page Address	n/a
Blackboard	https://secure.dmacc.edu/myonlinelearning/login.aspx

Course Information

Semester & Year	Fall 2015
Date Syllabus Created and/or Revised	8/17/15
Days & Time & Location	MW/12:30p to 2:25p/Ankeny/3E102
Course Description & Credits	http://www.dmacc.edu/courses/crsrod.asp 3-2-2
Prerequisites	None
Course Competencies	https://go.dmacc.edu/competencies
Course Overview	This course will introduce the student to Computer-Aided Drafting and Design. Basic computer hardware, software, and operating systems will be discussed. Basic two-dimensional CADD drawing creation and editing techniques will be taught. Drawings will be created and plotted.
Study Tips	Read assignments and take notes. Ask questions. Have required texts. Download student software and practice.
How the Course Fits into the Curriculum	This course instructs students on how to use CAD commands to generate basic drawings with dimensions and plot them. The student can use this class to further their interests in a variety of engineering and business interests.

Textbooks & Materials

Required Textbooks & ISBN	AutoCAD 2016 Basics – Shumaker, 978-1631264252
Required Materials	See CAD119 required items 2015.
Optional or Recommended Books/Materials	AutoCAD tutorials on AutoDesk.com
Software Applications	AutoCAD 2015

Software Notice	“All the software used in this class is copyrighted; therefore, it is not for distribution, copying, or personal use. This software is the property of Des Moines Area Community College.”
Course Policies	
Attendance	<p>Attendance shall be used to monitor class participation and shall be used to weigh judgment of a grade.</p> <ul style="list-style-type: none"> • If a student regularly attends class, up to 10% of their existing score can be added to their existing score. Students with more than two (2) absences will automatically be ineligible to receive additional points. • Each absence will be evaluated individually to determine if you will be allowed to make up any work that you have missed while you were gone. • You must report your absence by one the following methods: <ol style="list-style-type: none"> 1. Calling the number listed in the syllabus on the day that you are absent. 2. E-mailing or faxing to the address/fax number in the syllabus. 3. Letting the instructor know prior to the absence that you will be gone. 4. Contacting the instructor about your absence the first day that you return to school. • If a student that has been on an absence does not arrange a new completion date for an assignment(s) on the day that they return to school, they will lose all of the points for any assignment(s) that they have missed while they have been gone.
Grading Criteria	<p>Grading scale -</p> <p style="padding-left: 100px;">100% to 94% = A 93% to 85% = B 84% to 75% = C 74% to 60% = D 59% to 0% = F</p> <p>+ and - grades can be awarded if the student is on the high or low side of a grade.</p>

Classroom Conduct	<p>https://go.dmacc.edu/handbook</p> <p>Displaying lewd and explicit material, pornography, or any other material that is indecent and not related to the subject matter shall be prohibited. Displaying lewd and explicit material, pornography, or any other material that is indecent and not related to the subject matter shall be prohibited.</p> <ul style="list-style-type: none"> • Any student displaying said material shall be reported to the I&T Dean or the DMACC Judicial officer for disciplinary reasons. • Propaganda, from political to religious subject, shall not be distributed or shown to other students during class time. • If the material is found to be disruptive or offensive, the student will have to remove such material from the classroom, will receive an absence and will lose all of the class points for that day. • Further such incidents will cause the student to be referred to the I&T Dean for discipline. DMACC educational services procedure ES4630. <p>DMACC is a drug-free, tobacco-free and violence-free establishment.</p> <ul style="list-style-type: none"> • No student may bring illegal drugs on the DMACC campus. • No tobacco products shall be consumed on campus, including in your vehicle. • No weapons are to be brought on campus. This includes, but is not limited to, large knives (hunting), firearms of any kind and bows and arrows, even if stowed properly in your vehicle. • This is covered by board policy and violates local, state and federal laws. <p>Any student caught with the aforementioned items will be turned in to proper authorities (local, county or federal law enforcement). DMACC educational services procedure ES4630.</p>
Missed Exams	See attendance

Late Assignments	<ul style="list-style-type: none"> • Assignments can be given in a verbal or a written format. It is the student's responsibility to note when an assignment when it is given. Due dates for assignments will be adhered to. A student will be given no points for assignments turned in after the due date. Graded assignments will not be returned until after the due date has expired. ALL ASSIGNMENTS MUST BE DONE IN A TIMELY MANNER. Due dates for assignments will be shown on the assignment sheet or assigned verbally. Sufficient lab time will be given for completion. It is the student's responsibility to complete the test on time. • The instructor will not email assignments to students. Students may not email their tests to the instructor. Some exceptions can be made for justified absences. (See absences) • The instructor will not 'pre-grade' an assignment. The only request that a student can make while turning in an assignment is an acknowledgement from the instructor that the assignment was turned in.
Extra Credit	Extra credit can be assigned throughout the course. The instructor will notify you when something is extra credit.
Study Expectations	Complete reading assignments, participate in class, take notes and ask questions during class/ lectures to review while studying.
Weather Policy	Individual circumstances such as health, childcare, rural roads, distance from the College, etc. can vary greatly among students and staff. It is always DMACC's goal to provide safe learning conditions, as well as provide the opportunity for students to attend classes when the vast majority is able to safely attend. The final decision to come to College can only be made by the individual student based on their specific extenuating circumstances that may make it unsafe for them to travel. During adverse weather, DMACC faculty is considerate of students who are unable to attend classes due to unique extenuating circumstances. Notification of Campus/College closures will be sent out through the DMACC RAVE Alert System, posted to the DMACC webpage at www.dmacc.edu , and where possible sent to the local media.

Class Cancellation Procedure	<p>It is the responsibility of each faculty member to notify their students (in addition to their dean or provost) through some predetermined means if they are must postpone or cancel a specific class.</p> <p>If the instructor will be absent, an email will be sent to the student prior to the start of the class.</p> <ul style="list-style-type: none"> • It will be posted as early as possible, but due to long travel times for some students, prior notification through email may not be in time. <p>A cancellation notice will be posted on the classroom door.</p>
Academic Dishonesty/Plagiarism	<p><u>ALL TESTS MUST BE ORIGINAL.</u></p> <ul style="list-style-type: none"> • <u><i>You must do your own work!</i></u> Any person(s) found guilty cheating or copying an exam shall be disciplined. • <u>Any allegation of cheating shall be investigated. Points for any test being investigated shall not be determined until the investigation is concluded. Any person aiding another person to copy shall also be disciplined.</u> • If guilty, the student(s) shall lose all the points for the exam. The accused student(s) shall report to the I&T Dean or the DMACC Judicial officer during which time a decision will be made as to the extent of additional discipline the student(s) could receive. • The student(s) can be put on probation or can be expelled from the CAD technology program. DMACC educational services procedure ES4670. <p>It is important for you to be familiar with and follow DMACC's Academic Misconduct policy. Students are encouraged to review DMACC's Academic Misconduct Policy on-line at https://go.dmacc.edu/handbook/polprocedures/pages/academic_misconduct.aspx or in the DMACC Student Handbook.</p>
Course Specific (lab) Safety Procedures	Proper usage of computer equipment and handling of materials used in a computer lab.
DMACC Information	
Instructor Home Pages	http://www.dmacc.edu/instructors
Add/Drop Dates	https://go.dmacc.edu/registration/pages/add_drop.aspx
Refund Policy	https://go.dmacc.edu/registration/Pages/refund.aspx
Support Services	

Services for Students with Disabilities	https://go.dmacc.edu/student_services/disabilities Any student with a documented disability who requires reasonable accommodation should contact the Disability Services Coordinator at 515-964-6850 or the counseling & advising office on any campus to apply for services.
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Course Syllabus

DISCLAIMER: “This syllabus is representative of materials that will be covered in this class; it is not a contract between the student and the institution. It is subject to change without notice. Any potential exceptions to stated policies and requirements will be addressed on an individual basis, and only for reasons that meet specific requirements. If you have any problems related to this class, please feel free to discuss them with me.”

NONDISCRIMINATION POLICY: Des Moines Area Community College shall not engage in or allow discrimination covered by law. This includes harassment based on race, color, national origin, creed, religion, sex (including pregnancy and marital status), sexual orientation, gender identity, age, disability and genetic information. Veteran status in educational programs, activities, employment practices, or admission procedures is also included to the extent covered by law. Individuals who believe they have been discriminated against may file a complaint through the College Discrimination Complaint Procedure (ES4645). Complaint forms may be obtained from the Campus Provost's office, the Academic Dean’s office, the Judicial Officer, or the EEO/AA Officer, Human Resources. For Title IX questions and concerns contact 515-964-6850.

Students who wish additional information or assistance may refer to Student Services procedure ES 4645 located at https://go.dmacc.edu/student_services/int. Click Policies & Procedures.

Accommodations: The Program Development/Academic Support Services Director is the official Student Accommodation Officer/Section 504/ADA Coordinator for DMACC. The ADA Coordinator’s office is located in Bldg. 6-10E on the Ankeny Campus and may be contacted by voice (515-964-6857). The ADA Coordinator is responsible for ensuring that the college complies with federal regulations that guarantee qualified students with disabilities equal access to all programs and services. Any student, faculty, or staff member may contact the ADA Coordinator’s office for clarification of federal regulations, appeal of a grievance, or resolution of a disability-related problem.

Syllabus Addendum

To access additional information related to DMACC policies and procedures that impact the classroom (i.e. use of technology, weather-related cancellations, classroom conduct, etc.), the DMACC student handbook, registration information (including add/drop dates and refund dates), student service information (including counseling and advising), the DMACC academic calendar, and campus-specific resources (i.e. Academic Achievement Center, library, computer, labs, etc.), go to <https://go.dmacc.edu/handbook> and click “Syllabus Addendum” in the left navigation.

If you do not have access to a computer and need a printed version of any of the information described above, contact your instructor.

Course Schedule		
Week or Date	Assignment	Due Date
Week of 8/24/15	Introduction to AutoCAD	8/26/2015
Week of 8/31/15	Drawing and Templates	9/7/2015
	Line Standards and Layers	9/9/2015
Week of 9/14/15	Intro to Drawing and Editing	9/21/2015
	Basic Object Commands	9/21/2015
Week of 9/28/15	View Tools and Basic Plotting	9/30/2015
	Object Snap and AutoTrack	9/30/2015
	Grips, Properties and Additional Selection Techniques	10/5/2015
	Construction Tools and Multiview Drawings (including Sections)	10/5/2015
Week of 10/5/15	Midterm exam – Text Styles and Multiline Text	10/7/2015
	Single Line Text and Additional Text Tools	10/12/2015
Week of 10/12/15	Modifying Objects	10/19/2015
	Arranging and Patterning Objects	10/26/2015
Week of 10/26/15	Polyline and Spline Editing Tools	10/28/2015
	Obtaining Drawing Information	11/2/2015
Week of 10/26/15	Linear and Angular Dimensioning (Tolerances)	11/4/2015
	Dimensioning Features and Alternate Practices	11/9/2015
	Dimension Standards and Styles	11/11/2015
Week of 11/9/15	Editing Dimensions	11/16/2015
	Standard Blocks and Attributes	11/18/2015
	Tables	11/23/2015
Week of 11/23/15	Sheet Sets	11/25/2015
	External References	11/30/2015
	Annotative Objects	12/2/2015
Week of 12/7/2015	Final Drawing and Plot	12/7/2015