

Angelina College  
Technology and Workforce Division  
BASIC COMPUTER-AIDED DRAFTING DFTG 1409  
Instructional Syllabus

**I. BASIC COURSE INFORMATION**

- A. Course Description: *(as stated in the bulletin, including necessary pre-requisite courses, credit hours)*  
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; add text and dimensions, using layers, coordinating systems; as well as input and output devices. Two lecture and four lab hours each week. Prerequisite: None
- B. Intended Audience:  
First Year Student
- C. Instructor:  
Name: Brenda Crawford  
Office Location: N/A  
Office Hours: As Posted or by prior appointment  
Phone:  
E-mail Address: bcrawford@angelina.edu

**II. INTENDED STUDENT OUTCOMES:**

**A. Core Competencies – (Basic Intellectual Competencies)**

- 1. Critical Thinking Skills** to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- 2. Empirical and Quantitative Skills** to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
- 3. Teamwork** to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.

**B. Course Objectives for all sections –**

1. Read and interpret printed instructions and symbols for use in Basic Cad hardware and software.
2. Write answers to questions in clear and coherent manner using appropriate basic computer-aided drafting technical terminology.
3. Communicate orally in clear and coherent manner using appropriate language for basic computer-aided drafting.
4. Use analytic and critical thinking relevant to CAD applications.
5. Solve engineering graphics problems using computer-aided drafting tools.
6. Start-up and operate CAD system.
7. Create geometry database for drawings.
8. Edit geometry database.
9. Display geometry database and drawing features.
10. Output geometry database.
11. Set-up database drawing variables.
12. Manage the file system storage of database files.

**III. ASSESSMENT MEASURES:**

**A. Assessments for the Core Objectives:**

- 1. Critical Thinking Skills** to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- 2. Empirical and Quantitative Skills** to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
- 3. Teamwork** to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.

**B. Assessments for Course Learning Outcomes**

1. Reading – Reading will be measured by the student’s demonstration of understanding and interpreting assigned reading material and written instructions.
2. Writing – Writing will be measured by the student’s completion of writing assignments in clear, correct, and coherent prose.
3. Speaking – Speaking will be measured by the ability to communicate orally in a clear and coherent manner using appropriate language is assessed through classroom interaction between students and instructor.
4. Listening – Listening will be measured by the student’s appropriately interpreting spoken communication, developing appropriate responses to spoken communication.
5. Computer Literacy – Computer literacy will be measured by the student’s successful completion of assignments using Autocad.

**C. Assessments for Course Objectives for all sections:**

1. Read and interpret printed instructions and symbols for use in Basic Cad hardware and software.
2. Write answers to questions in clear and coherent manner using appropriate basic computer-aided drafting technical terminology.
3. Communicate orally in clear and coherent manner using appropriate language for basic computer-aided drafting.
4. Use analytic and critical thinking relevant to CAD applications.
5. Solve engineering graphics problems using computer-aided drafting tools.
6. Start-up and operate CAD system.
7. Create geometry database for drawings.
8. Edit geometry database.
9. Display geometry database and drawing features.
10. Output geometry database.
11. Set-up database drawing variables.
12. Manage the file system storage of database files.

**IV. INSTRUCTIONAL PROCEDURES:**

**A. Methodologies common to all sections**

- B. Time allocation
- C. Lecture – 32 hours
- D. Guided problems solutions in class – 54 lab hours
- E. Test – 8 hours

**B. Methodologies determined by the instructor**

Same as above

**V. COURSE REQUIREMENTS AND POLICIES:**

**A. Required Textbooks, Materials, and Equipment –**

Text – AutoCad & Its Applications, by Terence M. Shumaker, David A. Madsen, Goodheart-Wilcox, Release 2018

Equipment:

USB Jump Drive minimum of 2gb.

**B. Assignments –** *(Appropriate due dates, schedules, deadlines)*

- A. Content and schedule:
- B. Reading and writing assignments: Assigned By Instructor
- C. Drawing assignments: Lab workbooks

**C. Course Policies – (This course conforms to the policies of Angelina College as stated in the Angelina College Handbook.)**

**Educational Accommodations** – If you have a disability (as cited in Section 504 of the Rehabilitation Act of 1973 or Title II of the Americans with Disabilities Act of 1990) that may affect your participation in this class, you may fill out the Educational Accommodations application within your AC Portal, under the “Student Services” tab. A Student Success team member will contact you once the application is received. At a post-secondary institution, you must self-identify as a person with a disability in order to receive services; for questions regarding the application process you can visit the Office of Student Success and Inclusion in the Student Center (205A); text 936.463.8078; or email [access@angelina.edu](mailto:access@angelina.edu). To report any complaints of discrimination related to a disability, you should contact Mr. Steve Hudman, Dean of Student Affairs, in Room 101 of the Student Center. You may also contact Dean Hudman by calling (936) 633-5292 or by emailing [shudman@angelina.edu](mailto:shudman@angelina.edu).

**Attendance** – Attendance is required as per Angelina College Policy and will be recorded every day. Any student with three (3) consecutive absences or four (4) cumulative absences may be dropped from the class, this does not include absences for college-authorized activities, but it does include absences for illness. Attendance records will be turned in to the College Records Office at the end of the semester. Do not assume that non-attendance in class will always result in an instructor drop. You must officially drop a class or risk receiving an F. This is official Angelina College Policy.

**Student’s Responsibility For Attendance** – (This is official Angelina College Student Handbook Policy)

1. It is the responsibility of the student to attend all classes and a record of attendance will be kept for all classes by the instructor.
2. It is the responsibility of the student to withdraw officially in the College Records Office from a class the student no longer desires to attend. Failure to do so may result in a failing grade.
3. Excessive absences are defined as three or more consecutive absences or four or more cumulative absences. Absences in online courses are based on an equivalent participation formula.
4. Students will not be dropped and will be allowed to make up work for absences because of college authorized and sponsored activities. It is the student’s responsibility to arrange for make-up work with the instructor and to complete it within a reasonable time.
5. A student dropped because of excessive absences will be directed to seek the approval of the instructor to be reinstated.
6. All make-up work is at the discretion of the instructor and is defined in the course syllabus.

**Additional Policies Established by the Individual Instructor** –

Assignments are due on the date specified. Assignments turned in late will not receive full credit.

Test must be taken on the scheduled date. Special arrangements must be made before the day of the test for exceptions covered in the college catalog.

## **VI. COURSE CONTENT:**

### **A. Required Content/ Topics** – *(common to all sections)*

The student will comprehend the use of cad hardware and software to create, display, and plot working drawings. The student will demonstrate the proper use of equipment; operate and adjust input and output devices; start and exit a software program; demonstrate file management techniques; perform drawing setup; construct geometric figures and text; utilize editing commands, control coordinates and scales; use layering techniques; use associate dimensioning, plotting and printing.

### **B. Additional Content** *(as required by the individual Instructor)*

A. Unit assignments will be evaluated on:

1. Accuracy
2. Neatness
3. Form

B. Unit test:

1. Each unit test has a value of 100%.
2. Partial credit for problems may be awarded.

C. Final exam:

1. The final will cover material since the last unit test.
2. The final will be comprehensive only with regard to concept and terms which form a basis for the subject matter.

## **VII. EVALUATION AND GRADING:**

### **A. Grading Criteria** (*percents, extra credit, etc.*)

The final grade will be composed of:

1. Lab problems – 60%
2. Unit tests – 30%
3. Final exam – 10%

To receive credit for unit tests and final exams, they must be taken at the designated location and in the presence of the instructor.

### **B. Determination of Grade** (*assignment of letter grades*)

1. 90 – 100 - A
2. 80 – 89 - B
3. 70 – 79 - C
4. 60 – 69 - D
5. Below 60 - F

## **VIII. SYLLABUS MODIFICATION:**

The instructor may modify the provisions of the syllabus to meet individual class needs by informing the class in advance as to the changes being made.

- IX.** As a student enrolled in a Technology & Workforce program, you will encounter certain risks while you are in a classroom, laboratory experience, or in a clinical or practicum setting. In the event that you sustain an injury and/or require any medical testing or care, all resulting medical expenses (hospital, ambulance, or physician fees), are your financial responsibility and not the responsibility of Angelina College or the clinical/practicum site.