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## Course Syllabus for ETD 1320 – Introduction to CADD

### Course Description: *From the Valencia Catalog:*

Introduction to computer-aided drafting/design. Emphasizes skills and competencies necessary to function in systems drafting environment. Includes keyboard commands, menu, printer/plotter, input devices, computer terminology and systems operations. Provides hands-on experience to create, save and retrieve drawings having various shapes, lines, types, dimensions and layers. This course includes learning activity designed to ensure competence in the basic use of computers. Special fee: \$44. 3 credits/ 4 contact hours.

**Class Meetings:** Building 9 Room 204, 9:00 AM – 12:35 PM, Tuesday, morning 16 weeks. HYBRID.  
Additional information available on BlackBoard (web)

**Text:** Optional Textbook: AutoCAD 2010 INSTRUCTOR by James A. Leach or newer version. Published by McGraw-Hill.

**Materials:** Additional supplies: USB Flash Drive  
Resources: [www.AutoDesk.com](http://www.AutoDesk.com) (to download free student license for 36 months)

### Instructor Information:

**Name:** Sandra Bowling

**Office:** Building 9, Room 223; Mailbox in 9-140F; Mail Code 4-41

**Phone:** (407) 582-1302

**Email:** [sbowling6@valenciacollege.edu](mailto:sbowling6@valenciacollege.edu)

**Office Hours:** Specific hours posted on office door. Appointments may be made at mutually convenient times.

### Instructional Methods:

Knowledge of BlackBoard is necessary to be successful in this course; if you need assistance, please contact me.

### Course Learning Outcomes:

- The student will learn the basic computer commands that are necessary to run the software.
- The student will be introduced to all the two-dimensional commands in the software.
- The student will learn the basic text commands needed to print any size letter and place that information in a precise location.
- The student will learn the basic editing and display techniques needed to produce quick and accurate drawings.
- The student will be introduced to all the basic dimensioning commands.
- The student will learn how to plot a drawing to scale.

## Student Performance Assessment and Grading Evaluation:

Lecture, drawing sessions, quizzes, homework, and the final exam will determine your course grade. Your final average will be evaluated according to the following grade:  
Your final average will be valued according to the following grading scale:

Grading Procedure		Grading Scale
Drawings and Quizzes	25 %	90 - 100 % = A
Test 1 and Test 2	35 %	80 - 89 % = B
Final Exam	35 %	70 - 79 % = C
Portfolio	5 %	60 - 69 % = D
Total	100%	0 - 59% = F

**\*NOTE:** The Final examination in this course is worth 35 points. Any student not completing the Final examination or any other coursework assigned will receive 0 for anything missing, and this will impact the final average in the course.

### Class Room Policies, Absences and Make -up Work:

**Special Rules:** Use of cell phones or laptops is not allowed once class has started.

**Disclaimer:** Changes in the syllabus and/or schedule may be made at any time by announcement from the instructor.

### **No-Show Procedure:**

Any student who does not attend class **prior to the start of the no-show reporting period for the part of term of this course** will be withdrawn by the instructor as a no-show. This will count as an attempt in the class, and students will be liable for tuition. If your plans have changed and you will not be attending this class, please withdraw yourself through your Atlas account during the drop period for this part of term.

### **Classroom Policies Attendance:**

Classroom attendance and punctuality is vital to academic success. If you miss a class, you need to contact a classmate to get the notes you missed. Students who do not maintain regular attendance will be withdrawn by the professor, unless other arrangements have been made with the professor. Missing the equivalent of more than 3 weeks of classes for any reason, other **than absences excused in accordance with Valencia's policies, is excessive and a basis for withdrawal** Being 15 minutes late for class or leaving prior to the end of class will count as an absence. It is the responsibility of the student to find out what was covered if you miss class.

### **Withdrawal:**

Per Valencia Policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals), a student who withdraws from class before the established deadline for a particular term will receive a grade of "W". A student is not permitted to withdraw after the withdrawal deadline. **See Important Dates below for the Withdrawal Deadline for your part of term** A student who is withdrawn by faculty for violation of the class attendance policy will receive a grade of "W". Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of "F". For a complete policy and procedure overview on Valencia Policy 6Hx28:4-07, please go to:  
<http://valenciacollege.edu/generalcounsel/policy/> .

### **Important Dates:**

**Spring I Term:** Classes begin Jan. 6. Drop/Refund Deadline 11:59 p.m. Jan. 14. No Show reporting period Jan. 15-24. **Withdrawal deadline for W grade is 11:59 p.m. March 21.** Classes end **April 22.** . See final exam schedule at <http://valenciacollege.edu/calendar/FinalExam.cfm> for exam date and time.

Credit Classes Do Not Meet: Jan. 20 – MLK Day, March 3-9 – Spring Break

**Make-up Policy:**

Assignments, quizzes and exams will be allowed in cases of documented student emergencies and will be graded with a lower percentage every week that passes and is overdue (-10% weekly). For student emergencies, it is the student’s responsibility to contact the instructor and provide documentation within one week unless special arrangements have been made previously.

Course Schedule for ETC 1230

Date	Topic / Reading Assignment	Assignments	Reading
1/7 Class 1	Chapter 1 – Getting Started Chapter 2 – Working with Files; Chapter 3 – Draw Command Concepts Chapter 6 – Basic Drawing Setup	On Blackboard	Class Notes and related Chapter Topics
1/14 Class 2	Chapter 4 – Selection Sets Chapter 5 – Helpful Commands Chapter 7 – Object Snap and Object Snap Tracking Chapter 8 – Draw Commands I	On Blackboard	Class Notes and related Chapter Topics
1/21 Class 3	Chapter 9 - Modify Commands	On Blackboard	Class Notes and related Chapter Topics
1/28 Class 4	Chapter 10 – Viewing Commands Chapter 11 – Layers and Object Properties	On Blackboard	Class Notes and related Chapter Topics
2/4 Class 5	<b>TEST 1</b>		
2/11 Class 6	Chapter 12 –Advanced Drawing Setup Chapter 13 –Layouts and Viewports Chapter 14 – Printing and Plotting	On Blackboard	Class Notes and related Chapter Topics
2/18 Class 7	Chapter 15 - Draw Commands II Chapter 16 – Modify Commands II	On Blackboard	Class Notes and related Chapter Topics
2/25 Class 8	Chapter 17 – Inquiry Commands Chapter 18 – Text and Tables	On Blackboard	Class Notes and related Chapter Topics
3/4	Spring Break		
3/11 Class 9	Chapter 19 – Grip Editing Chapter 20 – Advanced Selection Sets Chapter 21 – Blocks, Design Center and Tool Palettes	On Blackboard	Class Notes and related Chapter Topics
3/18 Class 10	<b>TEST 2</b>		
3/25 Class 11	Chapter 22 – Block Attributes	On Blackboard	Class Notes and related Chapter Topics
4/1 Class 12	Chapter 26 – Section Views	On Blackboard	Class Notes and related Chapter Topics
4/8 Class 13	Chapter 28– Dimensioning Chapter 29 – Dimensioning Styles and Variables	On Blackboard	Class Notes and related Chapter Topics
4/15 Class 14	Review		
4/22 Class 15	Final Exam		

### **Academic Honesty**

Each student is required to follow Valencia policy regarding academic honesty. All work submitted by students is expected to be the result of the student's individual thoughts, research, and self-expression unless the assignment specifically states "group project." Any act of academic dishonesty will be handled in accordance with Valencia policy as set forth in the Student Handbook and Catalog.

### **College Policies**

A full description of all College policies can be found in the College Catalog at <http://valenciacollege.edu/catalog/> ; Policy Manual at <http://www.valenciacollege.edu/generalcounsel/> ; and the Student Handbook at <http://valenciacollege.edu/studentdev/CampusInformationServices.cfm>.

### **Student Assistance Program**

Valencia College is interested in making sure all our students have a rewarding and successful college experience. To that purpose, Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work. BayCare Behavioral Health Student Assistance Program (SAP) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. Free face-to-face counseling is also available.

### **Office of Students with Disabilities Information**

Students with disabilities who qualify for academic accommodations must provide a Notification to Instructor (NTI) form from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities.

*West Campus SSB, Rm. 102 Phone: 407-582-1523 Fax: 407-582-1326*

### **Online Student Assessment of Instruction**

As part of our continuing goal to provide the best possible instruction for Valencia College students, the student evaluation of instructor form is now available **online**. On a completely anonymous basis, all students are invited to complete this online form. To do so, go into Atlas, select "My Courses" then select the box at the right that says 'Assessment Survey'. You will be able to submit one assessment form per class. After that, the form will no longer be available to you. To ensure that this process does not affect your grade, the **results are not shown to the instructor until after grades are submitted**. Please set aside some time toward the end of the semester to complete the assessment. By doing so, you will assist the instructor in assessing the effectiveness of his/her teaching methods and techniques for subsequent semesters. Thank you for your feedback.

### **Student Core Competencies**

The faculty of Valencia College have established four Core Competencies that describe the learning outcomes for a Valencia graduate. They are: THINK, VALUE, COMMUNICATE, ACT. These general competencies can be applied in many contexts and must be developed over a lifetime. They specify how learning can be expressed and assessed in practice. They enable students and faculty to set learning goals and assess learning within and across the many disciplines of human inquiry. Use the descriptions and examples of academic work for each to measure your own learning outcomes. Samples of the academic work are great additions to

your Learning Portfolio. For further information on student core competencies please go to [www.valenciacollege.edu/competencies](http://www.valenciacollege.edu/competencies)

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## Valencia College Core Competencies

*“The faculty of Valencia College has identified four core competencies that define the learning outcomes for a successful Valencia graduate. These competencies are at the heart of the Valencia experience and provide the context for learning and assessment at Valencia College. You will be given opportunities to develop and practice these competencies in this class. The four competencies are:*

THINK = Think clearly, critically, creatively; analyze, synthesize, integrate and evaluate in many domains of human inquiry.

- a) you will analyze data and scientific principles as they pertain to technical applications
- b) you will employ facts, formulas and procedures in lecture
- c) you will be able to revise conclusions in light of new observations and interpretations

VALUE = Make reasoned judgments and responsible commitments.

- a) you will be able to compare personal, ethical, and scientific values in
- b) you will be able to see the value of the time commitment needed to succeed.

COMMUNICATE = Communicate with different audiences using varied means.

- a) you will be able to practice written communication skills
- b) you will be able to verbally communicate to fellow students and teachers using professional, scientific language during lectures

ACT = Act purposefully, effectively and responsibly.

- a) you will be able to manage your time and activities to achieve your academic goals
- b) you will meet deadlines
- c) you will apply the knowledge you learn to your career goals

## Expected Student Conduct

Valencia College is dedicated not only to the advancement of knowledge and learning but is concerned with the development of responsible personal and social conduct. By enrolling at Valencia College, a student assumes the responsibility for becoming familiar with and abiding by the general rules of conduct. The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in the disruption of a class may be directed by the faculty member to leave the class. Violation of any classroom or Valencia's rules may lead to disciplinary action up to and including expulsion from Valencia. Disciplinary action could include being withdrawn from class, disciplinary warning, probation, suspension, expulsion, or other appropriate and authorized actions. You will find the Student Code of Conduct in the current Valencia Student Handbook.

**Students with disabilities** who qualify for academic accommodations must provide a letter from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities (West Campus SSB 102, ext. 1523).

## Disclaimer

*"The course outline and syllabus are subject to change as needed; changes will be announced in class by using ATLAS email or BlackBoard, etc. Your continued participation in this course after the drop-add deadline period constitutes an agreement with and an acceptance of the conditions presented in this syllabus."*

## Attendance and Tardy Policy and Expectations

**During each lecture, a roster will be provided for you to sign;** if you are late to class, it is your responsibility to add your signature to the roster. Missing signatures are viewed as absences; leaving early from class, without professor approval, will be counted as an absence. More than one absence has proven, in the past, to be a sign that your grade will be substantially less than you may have hoped for and will result in the loss of field exercise points.

## ADDITIONAL CLASSROOM INFORMATION

### Security Statement

*We want to reassure you that our security officers are here around the clock to ensure the safety and security of the campus community. It's important to remain alert and aware of your surroundings, especially during the early morning or evening hours. Remember that you can always call security for an escort if you feel uncomfortable walking alone on campus. White security phones can also be found in many of our buildings; simply pick up the phone and security will answer.*

*Finally, report any suspicious persons to West Campus Security at 407-582-1000, 407-582-1030 (after-hours number) or by using the yellow emergency call boxes located on light poles in the parking lots and along walkways.*

### Faculty/Student Communication

*"Valencia College is committed to providing each student a quality educational experience. Faculty members have set high standards of instruction for themselves and for you. If you have a problem in a class, your first step is to talk to your instructor. If you are still dissatisfied, you may talk with the academic dean of the division for your class. We will work together to resolve any issues that arise."*

- During non-classroom hours, you can talk to me during office hours and after class or I can be reached by email at [sbowling6@valenciacollege.edu](mailto:sbowling6@valenciacollege.edu) .
- I read my email every day and you will receive a response to your emails within 24-36 hours.

## Academic Honesty Statement

*“Each student is required to follow Valencia policy regarding academic honesty. All work submitted by students is expected to be the result of the student’s individual thoughts, research, and self-expression unless the assignment specifically states ‘group project.’”*

*Any student discovered to be cheating on an exam will receive an F for that exam.*

*No VC property may be removed from the lab.*

## Classroom Rules of Student Behavior

College policy prohibits children from attending lectures or labs; please, do not violate this policy.

**Proper classroom etiquette** is required for you to attend this class; please do not create distractions while the professor is lecturing. More than one warning for improper classroom behavior, following a referral to the academic dean or the calling of security, will be grounds to be dropped from the course without a refund.

## Additional Classroom Policies

**Beepers or cell phones** which emit audible tones should be **turned off or to vibrate** during periods when lectures are given in the lecture or the lab. Please, do not use your phone for text messaging during lectures; text messaging and phone calls can be completed outside the lecture room. The second time a student fails to comply with this policy will result in a referral to the academic dean; a warning after your meeting with the academic dean will be grounds to be dropped from the course without a refund.

Under no circumstances will your test scores, total points or final grades be discussed on the telephone. FERPA rights to privacy prevent the divulging of scores or related materials by that means. Scores will only be given face-to-face with each student or by accessing your Atlas account.

## College Catalog/Student Handbook/Policy Manual

- A full description of all College policies can be found in the College Catalog at <http://www.valenciacollege.edu/catalog/>
- The Student Handbook can be found at: <http://valenciacollege.edu/studentdev/CampusInformationServices.cfm>
- The Policy Manual can be found at <http://www.valenciacollege.edu/generalcounsel/>
- The college calendar can be found at <http://valenciacollege.edu/calendar/> for important dates.

## Support Services

- Valencia College offers a variety of SkillShops: short seminars covering a variety of topics which deal with student success, goals and purpose. To check out Valencia’s Skillshop offerings, go to: <http://valenciacollege.edu/studentervices/skillshops.cfm>

## Study tips:

*“LEARNING IS AN ACTION VERB!! Most students need to do more than just sit through lectures and reread their notes.*

***Spend 1-2 hour blocks of time EVERY DAY*** actively writing or discussing concepts to make them a part of your memory.

*Use the words you learn often, they will sink in better☺.*

*Here are some study and classroom management tips that have assisted former students:*



- Attend class daily and don't be tardy. The introduction to each lecture explains the purpose of the entire lecture. Students who follow this rule won't miss important information.
- REWRITE YOUR NOTES soon after the lecture; if the instructor permits, tape record lectures and replay to refresh your memory when you rewrite your notes.
- Create flash cards with questions you make up from the lecture and lab with answers on the back.
- Use mnemonic devises and other games to remember concepts; go to Google images, YouTube and Khan Academy for additional pictures and videos to clarify concepts.
- Make lists of confusing topics from your studying and ask questions.
- Take advantage of the professor's office hours.
- JOIN A STUDY GROUP and predict what questions the professor could ask on the test.
- Get the telephone number of one or more buddies in case you are absent

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