

IVY TECH COMMUNITY COLLEGE
TECHNOLOGY DIVISION
Engineering Technology
SUMMER 2015

COURSE SYLLABUS

COURSE TITLE: CAD Fundamentals
COURSE NUMBER: DESN 103 00I-I1-201510
PREREQUISITES: None
DIVISION: Technology
PROGRAM: Engineering Technology
CREDIT HOURS: 3
CONTACT HOURS: Online
INSTRUCTOR: Patrick Piper
SUPERVISOR: Peg Terrell
INSTRUCTOR CONTACT INFORMATION:
OFFICE: McDaniel Hall
OFFICE HOURS: Program Chair
E-MAIL: ppiper1@ivytech.edu
OFFICE PHONE NUMBERS: 765-966-2656 or 1-800-659-4562 x-4142
LAST DATE TO WITHDRAW :
(8 – Week Course): July 18, 2015

CATALOG DESCRIPTION: The purpose of this introductory course is to provide students with a basic understanding of the features and considerations associated with the operation of a computer-aided design (CAD) system. Students will gain valuable hands-on experience using CAD software. They will be expected to complete several projects (increasing in difficulty) relating to command topics covered on a weekly basis.

MAJOR COURSE LEARNING OBJECTIVES: Upon successful completion of this course the student will be expected to:

1. Identify by name CAD hardware and software components.
2. Do commands for file management including format, copy, and delete.
3. Identify and use multiple input methods to select commands on the CAD system.
4. Retrieve and use help commands.
5. Create working 2D drawings.
6. Modify drawing elements using editing commands.
7. Retrieve and place multiple text styles.
8. Dimension a drawing using current drafting standards.

COURSE CONTENT: Topical areas of study include –

Objects	Layers
Setup	Styles
Formatting	Object modification
View characteristics	Printing/Plotting
Exporting	

REQUIRED TEXTS/CURRICULUM MATERIALS: (latest edition)

Discovering AutoCAD 2014 w/ Autocad License, Dix & Riley, Prentice Hall;
ISBN 978-013-388978-9

All students are accountable for the information in the text:

RIGHT OF REVISION: The course objectives and schedule are tentative and subject to change.

MATERIALS REQUIRED: 2G Flashdrive

HOW TO ACCESS THE IVY TECH COMMUNITY COLLEGE VIRTUAL

LIBRARY: The Ivy Tech Virtual Library is available to students' on- and off-campus, offering full text journals and books and other resources essential for course assignments. Go to <http://www.ivytech.edu/student-services/library.html> and choose the link for your campus.

ACADEMIC HONESTY STATEMENT: The College is committed to academic integrity in all its practices. The faculty value intellectual integrity and a high standard of academic conduct. Activities that violate academic integrity undermine the quality and diminish the value of educational achievement. Cheating on papers, tests or other academic works is a violation of College rules. No student shall engage in behavior that, in the judgment of the instructor of the class, may be construed as cheating. This may include, but not limited to, plagiarism or other forms of academic dishonesty such as the acquisition, without permission, of tests or other academic materials and/or distribution of these materials and other academic work. This includes students who aid and abet as well as those who attempt such behavior.

COPYRIGHT STATEMENT: Students shall adhere to the laws governing the use of copyrighted materials. They must insure that their activities comply with fair use and in no way infringe on the copyright or other proprietary rights of others and that the materials used and developed at Ivy Tech Community College contain nothing unlawful, unethical, or libelous and do not constitute any violation of any right of privacy.

ADA STATEMENT: Ivy Tech Community College seeks to provide effective services and accommodations for qualified individuals with documented disabilities. The goal of Disability Support Services (DSS) is to provide opportunities for equal access in college

programs, services, and activities. DSS assists students with disabilities in achieving their educational goals through such services as academic and career counseling, adaptive testing, tutoring, note taking, interpreting, and test proctoring.

METHODS OF DELIVERY: Course is designed to be a lecture/lab class. The ratio of lab hours is up to the discretion of the instructor. There will be discussion board assignments given during the course of the class.

METHOD OF EVALUATION: Grading standards and methodologies must be provided to students in writing at the beginning of the course. Student performance will be evaluated through the use of one or more of the following: quizzes, examinations, projects, assignments, finished products, presentations, class participation, and other evaluative exercises, **as designated by the instructor**, designed to ensure that the course objectives are met.

MAKE- UP POLICY:

HOMEWORK: Homework will be given to introduce students to new material and prepare them for the next week's class meeting. **Late homework will have points taken away toward your grade.**

QUIZZES: Quizzes may be given at various times during the course. In addition, unannounced quizzes may be given **at the instructor's discretion**. They are given to test the student's knowledge of smaller sections of study. If a scheduled quiz is missed, the student will have the opportunity to make it up prior to the next session. Any pop/unannounced quizzes will not be made up. **It is the responsibility of the student to make the arrangements for any make-up work within the designated time limit.**

MID-TERM/FINAL: The mid-term and final exams will be competency-based examinations. The mid-term will be given, approximately, in meeting eight (4) and the final will be given in meeting sixteen (8). If a mid-term or final exam is missed, they **will not be made up.**

TECHNICAL REPORT: **At the discretion of the instructor**, students will prepare one technical report. This report is to be researched outside of normal class times, following the MLA format. **If you do not understand the MLA format for papers, contact the Learning Resource Center at your local campus for assistance.** Prior to starting work, students will receive approval from the instructor concerning the subject. It is required that the student keep the instructor informed of any conflict along the way, because **no excuses will be accepted when paper is due.**

HOMEWORK/LABORATORY REQUIRED: To be announced by instructor.

GRADING SCALE: The final grade will be computed based on:

A	90% - 100%
B	80% - 89%
C	70% - 79%

D	60% - 69%
F	Below 59%

Grades are calculated based on total points earned divided by total possible points.

RESPONSE FROM INSTRUCTOR: Students can expect a response to their questions within 48 working hours, Monday through Friday. If the instructor will be unavailable for longer than 48 hours, students will be notified via email through Blackboard. Grades for coursework will be posted, in Blackboard, within seven working days, Monday through Friday.

PARTICIPATION/ATTENDANCE POLICY: Students are given 10 points for participation in a given class discussion. If a student chooses not to participate, the 10 points are forfeited.

If any conversations with instructor are needed, you should email the instructor with your concerns.

If student misses any part of the assignments and drawings, at the discretion of the instructor, it may be necessary for them to complete and pass additional coursework to demonstrate competency and mastery of the material.

COMMUNICATION: At any time please feel free to call or e-mail. E-mail messages are usually the best method of communication, as a response can be provided at anytime during the working day, Monday through Friday.

When sending an e-mail message, please place the *course number in the subject line of the e-mail message*. If the course number is not in the subject line, as designated above, a reply to that message could take days instead of hours. If ?no? course number is in the subject line of the e-mail messages, they will receive a lower priority, due to the possibility of non-class related material.

Semester Calendar 8 Weeks

Meeting ONE:	June 8th
Meeting TWO:	15th
Meeting THREE:	22nd
Meeting FOUR:	29th
Meeting FIVE:	July 6th
Meeting SIX:	13th
Meeting SEVEN:	20th
Meeting EIGHT:	27th

Ivy Tech Community College-Richmond
Course Syllabus Addendum – Effective Summer 2015
Applicable for all Ivy Tech Richmond and Connersville Courses
(Updated May 18, 2015)

ADA Statement

Ivy Tech Community College-Richmond seeks to provide reasonable accommodations for qualified individuals with documented disabilities. If you need an accommodation because of a temporary physical impairment or have a documented disability, please contact Pamela Rosenberger, Assistant Director of Disability Support Services, Ivy Tech Community College-Richmond, 2357 Chester Boulevard, Richmond, IN 47374, (765) 966-2656 extension 1204. If you will require assistance during an emergency evacuation, notify your instructor immediately. (Look for evacuation procedures posted in your classrooms.)

Certification/Licensure Training Disclaimer (Applicable if this is a certification exam studies course) Ivy Tech Community College-Richmond cannot guarantee that any student will pass a certification or licensing exam. Your success will be determined by several factors beyond the instruction you are given in the classroom including your test-taking skills, your willingness to study outside of class, and your satisfactory completion of appropriate practice exams. Certification and licensure exam questions are drawn from databases of hundreds of possible questions; therefore, a thorough understanding of the subject matter is required. The goal of Ivy Tech in providing a certification exam studies class is to assist you in understanding the material sufficiently to provide a firm foundation for your studies as you prepare for the exam.

Certification exams are administered at the Workforce Certification Center in McDaniel Hall. To schedule a testing appointment or for more information about a specific certification exam, please contact the Workforce Certification Center at 765-966-2656, extension 4133.

Class Cancellations (weather related and non-weather related)

If any Ivy Tech Community College-Richmond (applicable for Richmond and Connersville) classes are cancelled due to inclement weather, the closing announcement will be presented on the website, www.ivytech.edu/richmond/ and attempted to be presented on the radio and television stations listed below. Remember, even if College facilities remain open, you are expected to use your judgment as to whether the existing weather conditions permit safe travel. Notify your instructor if you do not attend class due to weather or other emergency conditions.

Below is the list of radio and television stations (subject to change) that will be attempted to be contacted for facility closing announcements: Radio Stations: WKBV (AM 1490), WQLK (FM 96.1), WFMG (FM 101.3), WHON (AM 930), WHIO (AM 1290) (FM 99.1), WZLR (FM 95.3 ZLR), WIFE (AM 94.3), WCNB (AM 1580), WCTW (AM 1550), WMDH (FM 102.5); Television Stations: Channel 7 WHIO (Dayton), Channel 2

WDTN (Dayton), Channel 22 WKEF (Dayton), and Channels 11 and 21 WCTV and the Ivy Tech Community College-Richmond website at www.ivytech.edu/richmond/.

The OneCall Now telephone message system is also utilized for class cancellations (weather related and non-weather related) when time permits. Please check via Campus Connect or with the Student Affairs Office to ensure the correct/current telephone number is listed for the OneCall Now telephone message system.

Additionally, Ivy Alert text service allows students, faculty and staff to keep informed of campus closings and emergencies. Information regarding this service may be found on the website at <http://www.ivytech.edu/alert/index.html>.

General Education Assessment in Program Capstone Courses

If you are enrolled in a capstone class and do not receive an e-mail, please contact Gail D. Riggs, Assessment Manager, in the LRC at ext. 1185 for information regarding testing. Students not completing CAAP will be issued an “incomplete” for the applicable course.

Important Message for Pell Grant and Student Loan Recipients

If you withdraw from, or stop attending, all of your classes before 60% of the term passes, you will owe money to the federal government and/or the College. In the event that this becomes necessary, see a student services advisor before you withdraw from classes or stop attending.

Instructor Initiated Revoke of Course Enrollment

Instructors may administratively withdraw a student from class enrollment for disciplinary reasons or for other extenuating circumstances in accordance with due process with the approval of academic affairs.

Learning Resource Center

The Learning Resource Center (LRC), located on the first floor of Johnson Hall, is available to students when the building is open. The LRC staff provides workshops and support to students for computer literacy, use of Microsoft Word, email, and online course technology (how to navigate in Blackboard). Contact the LRC at (765) 966-2656 extension 1189 for current information on the LRC workshop dates and test proctoring appointments.

For current operating hours of the Connersville LRC, call (765) 966-2656 extension 6012

LRC schedules are subject to change throughout the semester.

Please note that certification exams are administered at the Workforce Certification Center in McDaniel Hall. For more information about a specific certification exam or to schedule a testing appointment, please contact the Workforce Certification Center at 765-966-2656, extension 4133.

Library Services

Ivy Tech Community College-Richmond students have access and student use privileges for the Campus Library located in Hayes Hall on the Richmond Indiana University East campus. The Campus Library's web page is: <http://www.iue.edu/library>. In addition to the traditional Campus Library, the Ivy Tech Virtual Library is available to students on and off campus, offering full-text journals, books, and other resources essential for course assignments. The Virtual Library web page is: <http://www.ivytech.edu/library/> (choose the Virtual Library link for Richmond). The Virtual Library may also be accessed via Campus Connect, Library Tab. (Note: Specifics on library services for students enrolled through Ivy Tech Online Ohio – Region 15 are outlined in Blackboard.)

Midterm Grade Reporting

Students will receive midterm grades in all classes (excluding dual credit, apprenticeships and classes that are shorter than 8 weeks in duration). Midterm grades will be based on assignments that are due on or before the midpoint of the course (i.e. end of week 4 for 8 week courses and end of week 8 for 16 week courses).

Open Computer Labs

The Learning Resource Centers (LRC) are provided as open computer labs for students. When not in use, JH 2329, MH 1127 and CIC 1105 are also available as open computer labs for students. Students should not be occupying other computer labs, outside of scheduled class times, without specific permission of their instructor(s).

Source Document and Right of Revision

The course syllabus/outline is the source document for the course information presented on the document including assignments and grade calculations. If an online grade book is used (e.g., Blackboard), the course grade determination information (percentages, total course points, etc.) remains the course syllabus. The syllabus information takes precedent over the online grade book if there is a difference between the two. The course syllabus is subject to correction, change and revision by the course instructor.

Student Computer Usage

Students are provided with a login ID and password to access computing resources at Ivy Tech Richmond. To access a computer at the Richmond campus or the Connersville site, students should use their Campus Connect User ID and password. Students should log off of the computer each time they finish using a machine in order to keep their account safe. To log off, point the mouse to the start button and then click log off. Student computer use must meet the College's computer usage guidelines which can be found on the College's web site at <http://wwwcc.ivytech.edu/helpdesk/policies-and-procedures> or Campus Connect on the Help/How To tab, Technical Help box, click "Visit Online Help", Student tab, Policies and Procedures, Appropriate Computing Behavior link.

Tutoring Services

Full-time tutors are available to students enrolled in the English and Math classes. To arrange for a tutoring session with the English tutor, please call (765) 966-2656 extension

1190; for a session with the Math tutor, please call (765) 966-2656 extension 1191. Tutoring offices are located within the LRC area in Johnson Hall. Tutoring schedules are subject to change throughout the semester.

Online Tutoring Opportunity

Tutor.com is a fully online live tutoring service. You can get a tutor 24/7 in more than 40 subjects, in addition to live 24/7 tutoring, there is also a drop-off essay review-available to ALL students in ALL courses. Using drop off essay review, students will receive feedback on their paper in 24 hours.

Tutor.com can be accessed by clicking “Free Online Tutoring from Tutor.com” on the tools panel on the Blackboard 9.1 page or Tutor.com module on the Blackboard 9.1 page under “My Courses” and clicking the “connect” button.

Writing Center

A writing center has been established at the Richmond campus and is located in room 3408 of Johnson Hall. Students will have the opportunity to discuss their essays and seek supplemental instruction in the writing center. The focus is on one-on-one conferencing and/or group instruction to develop individual skills.

The current operating schedule is Monday thru Thursday 11:00 a.m. to 6:00 p.m. The writing center is closed during holidays and non-instructional weeks. Notification of any schedule changes will be posted via Ivy Tech email. If you have any questions, please call 765-966-2656, extension 3408 or email richmondwc@lists.ivytech.edu.

Writing Curriculum Expectations

All assigned course papers are required to meet professional standards in English composition. Specifically, all papers will:

- Be word processed in MLA or APA format, as designated by the instructor;
- Demonstrate professional writing through correct grammar and spelling;
- Demonstrate the development of a thesis using basic principles of composition.