



Basic Computer-Aided Drafting DFTG 1309

“Northeast Texas Community College exists to provide responsible, exemplary learning opportunities.”

Semester: Spring 2018

Office: ITTC

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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday
	By Appt.	6-8 PM	6-8 PM	By Appt.	6-8 PM

Course Description: 3 credit hours.

An introduction to computer-aided drafting. Emphasis is placed on setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinate systems, and plot/print to scale.

Course Policies:

1. Students will be taught in a competency-based environment with the instructor serving as facilitator.
2. Students will complete assignments covering the objectives contained in the textbook, and Assessments that demonstrate mastery of the skills taught in the course.
3. Failure to participate over a two week period without communication with the instructor could result in the student being dropped from the course.
4. A progress review will be provided to all students periodically and counseling will be provided those students who are progressing in a less than satisfactory manner.
5. This course will be completed this semester.
6. All assignments are to be turned in by the time specified. Late assignments will not be accepted and a grade of zero will be given. No exceptions! Assignments may be turned in prior to the time and date specified.

Instructional Methods:

The primary method of instruction will be a facilitator model. The instructor will serve as a facilitator for the student's learning. This is an online course and is conducted through BlackBoard. Weekly assignments and Skills assessments will be used to evaluate the student's competency. All assignments are due by the posted dates as specified on BlackBoard. No late assignments will be accepted.

Instructor – Contact information:

Javier Paredes, 512-484-8048, JParedes@ntcc.edu

Evaluation and Grading Criteria:

Grades of A, B, C, D, and F will be determined by the student's achievement of a certain percentage of possible points based on the below listed categories.

	<u>Percentage</u>
Chapter Reviews and Assignments (Skills)	50 %
Quizzes	50 %

The letter grade is based on the following Grading Scale:

89.5%-100% = A

79.5%-89.4% = B

69.5%-79.4% = C

59.5%-69.4% = D

0-59.4% = F

Withdrawal Procedures:

Withdrawal requests MUST BE initiated by the student. Requests for withdrawal become official and effective the date they are received in the records office. Students who stop coming to class (that is, stop participating in the class) but fail to drop the course will earn an "F" for the course.

Honesty Policy:

Students are expected to complete course work in an honest manner, using their intellects and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. **NTCC upholds the highest standards of academic integrity. This course will follow the NTCC Academic Honesty policy stated in the Student Handbook.**

Northeast Texas Community College may initiate disciplinary proceedings against a student accused of scholastic dishonesty. Scholastic dishonesty includes, but is not limited to, statements, acts, or omissions related to applications for enrollment or the award of a degree, and/or the submission as one's own work material that is not one's own. Scholastic dishonesty may involve, but is not limited to, one or more of the following acts: cheating, plagiarism, collusion, use of annotated texts or teacher's editions, and/or falsifying academic records.

Plagiarism is defined as the appropriation of any person's work and the unacknowledged incorporation of that work in one's own work offered for credit.

Cheating is defined to include the following: copying from another student's paper; using materials during a test not authorized by the person giving the test; collaborating with any other person during the test without permission; knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the content of test not yet administered; substituting for another student or permitting

any other person to substitute for oneself; copying computer or Internet files, using someone else's work for assignments as if it were one's own, or any other dishonest means of attempting to fulfill the requirements of a course.

Collusion is defined as the unauthorized collaboration with any person in preparing work offered for credit.

Students are expected to uphold the school's standard of conduct relating to academic honesty. Students assume full responsibility for the content and integrity of the academic work they submit. The guiding principle of academic integrity shall be that a student's submitted work, examinations, reports, and projects must be that of the student's own work.

If a student is unclear about whether a particular situation may constitute a violation of the academic honesty policy, the student should meet with the instructor to discuss the situation.

If a student is found cheating, their overall class grade will be reduced by a minimum of one letter grade, and the student may receive an F depending on the situation. If two students turn in assignments that are identical or very nearly identical, BOTH students will be given a 0 for that assignment. Don't copy another student's work, and don't let someone else copy yours.

ADA Statement:

It is the policy of Northeast Texas Community College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College counselor to obtain a Request for Accommodations form. For more information, please refer to the Northeast Texas Community College Catalog or Student Handbook.