

# Spring 2018

**Course Title:** CAD 150T; Beginning CAD

**Course CRN:** 33654

**Course Credits:** 3 (Combined Lecture/Lab)

**Class Time and Location:** MW: 10:30 AM - 11:45 AM

Valencia Business & Technology 110

**Professor:** Ashlie Maxwell

**Email:** TBA

**Office Hours:** Mon/Wed 11:45-12:15 - or by appointment

**LAB DIRECT LINE & ROOM NUMBER:** 925-8700; Room B123

**COURSE DESCRIPTION:** The purpose of the course is to introduce students to computer-assisted design. The course consists of lectures and lab assignments using Sketchup and the current version of AutoCAD. Students will also gain experience using Internet CAD resources. **You should schedule at least a few hours per week (outside of class time) in the lab to complete assignments.**

## MAIN COURSE OBJECTIVES:

1. Introduce students to computer-aided design software
2. Learn how to create drawings and 3D models using design software.
3. Learn efficient, organized approaches to problem solving using a CAD system.

**REQUIRED MATERIALS:** You will need a 3 ring binder and flash memory device (at least 8 GB) for your files. Please bring it to every class. Make sure it is clearly labeled with your name on it. Always keep a back-up of ALL classwork.

**TEXT: the text is recommended but not required**

***Illustrated AutoCAD 2012 Quick reference, R. Grabowski, ISBN 1111648492***

**LIBRARY USE:** A list of books and periodicals will be provided during the first week of class.

**GRADING POLICY:** Students are graded on the basis of tests and drawing assignments.

Drawing assignments ..... 60%

Mid-term and final ..... 40%

|               |                     |
|---------------|---------------------|
| Letter grades | 100% or higher = A+ |
|               | 91%-99% = A         |
|               | 81%-90% = B         |
|               | 71%-80% = C         |
|               | 61%-70% = D         |
|               | Below 60% = F       |

## ATTENDANCE/PARTICIPATION:

Attendance is necessary for you to fully understand the material presented. **You are responsible for "signing-in" to document your attendance.**

- To avoid interrupting or distracting the class, students are expected to be prompt for each class. Class will begin promptly at the time scheduled. Students who arrive to class more than 15 minutes late will be marked tardy. You are expected to stay for the entire class time.
- Students are required to attend class, remain present until the end of class, and be prepared for each day's work. More than three absences without prior consultation may result in a failing grade or a drop from the class. *Leaving early or arriving late three times results in one absence.*
- If you have not attended class for three consecutive class periods and have made no attempt to email/contact me in any way, you WILL be dropped.
- Students who do not attend the first week of class will automatically be dropped.
- Students must have basic computer and file management skills for all AutoCAD courses. Students that fall behind due to lack of basic computer skills will be dropped.

*"Students are required to attend all meetings of their classes unless excused by the instructor. A student with excessive absences may be dropped from a course with a grade of W by an instructor. Absences due to illness, field trips, athletic trips, and so forth do not relieve the student of the responsibility for missing assignments. It is the obligation of the student to take the initiative in arranging with the instructor to make up missed work." (UNM Valencia Catalog)*

## HOW TO SUCCEED IN CLASS

Students are required to be in class, be on time, complete all projects on time, participate in scheduled class discussions, and maintain a safe, respectable, positive lab environment.

Communication is very important for your success. If you have questions or problems regarding the course, assignments, or other matters relating to the class, please ask. Please feel to use office hours, e-mail or the call my office to discuss any class concerns.

Students will need to work a few hours each week in addition to the scheduled class times. *Open lab hours will be announced.*

## E-MAIL AND CONTACTING THE INSTRUCTOR

Emails and phone calls will be answered and returned within 48 hours between Monday and Thursday. E-mail or phone calls will not be returned within the 48 hour time period between Friday and Sunday. (Usually 72 hours are required, sometimes I respond sooner) Instructors are not on campus or available at all times, and may not be able to return communications over the weekends.

Emails and postings from the instructor will contain important information about class, changes, or availability of resources. You are responsible for reading email and other postings to have the most current and correct information.

## SUPPORT INFORMATION, STUDENT RESPONSIBILITIES AND RESOURCES

- Computer Lab Responsibility: Please be advised that use of computer labs on UNM properties is governed by “Policy 2500: Acceptable Computer Use” which can be found at <http://policy.unm.edu/university-policies/2000/2500.html>. Food and drink are also prohibited in any computer lab on campus. Anyone violating these policies is subject to possible suspension and loss of computer lab privileges.
- Academic Dishonesty and Plagiarism: Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The University reserves the right to take disciplinary action, including dismissal, against any student who is found responsible for academic dishonesty. Any student who has been judged to have engaged in academic dishonesty in coursework may receive a reduced or failing grade for the work in question and/or for the course. Academic dishonesty includes, but is not limited to, dishonesty in quizzes, tests or assignments; claiming credit for work not done or done by others; hindering the academic work of other students; and misrepresenting academic or professional qualifications within or outside the University.
- If you have a disability, please inform me of your needs as soon as possible to ensure that your needs are met in a timely manner. For information on Equal Access at UNM-Valencia, please see <http://valencia.unm.edu/students/advisement-and-counseling/equal-access-services.html>
- Cell phones need to be muted during class times. If you must receive a call, leave the lab before you answer. No phone conversations in the studio. No web browsing, email, or text messaging during lectures, demos and discussions, *unless part of class assignments*.
- In an effort to meet obligations under Title IX, UNM Faculty are considered responsible employees. This designation requires that any report made to a faculty member regarding sexual misconduct or gender discrimination must be reported to the Office of Equal Opportunity and the Title IX Coordinator. For more information on the campus policy regarding sexual misconduct, see: <https://policy.unm.edu/university-policies/2000/2740.html>

# Introduction to Architectural Drafting

## Course schedule

(Schedule is subject to change; student will be given as much notice as possible)

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Week 1 Introduction to CAD concepts using Sketchup

Week 2 File types, coordinate systems, command categories, operating system basics

Week 3 Drawing set-up, drawing commands

Week 4 Utility commands and drawing tools, object snaps

Week 5 Layers

Week 6 Display control commands

Week 7 Introduction to dimensioning

Week 8 Dimensioning cont., **Mid-term review, Mid-term**

Week 9 Drawing commands

Week 10 Drawing commands, object selection

Week 11 Editing commands

Week 12 Special line types

Week 13 Dimensioning cont.

Week 14) Plotting and printing, Hatching and boundaries

Week 15 Drawing components and Blocks, **Final review**