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### DDSN 114.01: Introduction to CAD

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# Missoula College

The University of Montana

## DDSN114: Introduction to CAD

(3 credit hours)

M/W 4:10 – 6:00, Jan 26 – May 15

Spring Semester, 2015

Instructor: Ms. Krista Milligan

E-mail: krista.milligan@mso.umt.edu

On-line Resource: Moodle

Office Hours: M/W 6:00 – 6:30 p.m.

Final Exam: Monday, May 11,  
5:30 -7:30 p.m.

: **Syllabus**

### Course Description:

An introduction to computer aided design & drafting software for production of drawings & plans for architecture & engineering systems. Fundamentals of two-dimensional drafting & drawing management for professional design.

### Prerequisites:

M090 & basic computing skills

### Text, Supplies, & Other Resources:

Instructor-provided materials

Supplies for note taking

Portable file storage

### Topics:

- 1) Basic Drawing & Editing
- 2) Complex Drawing & Editing
- 3) Annotation

### Course Objectives:

Upon completion of this course, the student will:

- 1) Apply basic CAD commands to draw & edit a simple, 2D object
- 2) Demonstrate file management skills such as saving a drawing & copying it to portable storage
- 3) Create a template drawing with basic drawing settings
- 4) Draw a CAD drawing to scale
- 5) Annotate a CAD drawing
- 6) Print a CAD drawing to scale

### Course Policies:

#### Course Organization:

This course meets for 3 hours 40 minutes each week. Lectures will consist primarily of instructor presentation using the white board, projector, computer, & other aids, small group activities, & lab application activities. There will be frequent opportunities for discussion & class participation. There will be assignments that must be completed in small-group format. Students are expected to bring all class supplies to all class sessions.

#### Attendance and Participation:

Attendance at all class sessions is required. Roll will be taken at each class meeting. Any absence reduces your opportunity to learn, participate in class, & ask questions. Students are responsible for all material presented in class. If a student must miss a class, it is that student's responsibility to determine what information he/she missed.

### **Late Work & Incompletes:**

Homework & lab assignments are accepted only on the scheduled due date. Unit tests are issued only on the scheduled test date. If the student misses a scheduled due or test date, assignments will be accepted & make up tests will be issued only on the first day the student returns to class, at a 10% penalty, **& only if the student made prior arrangements with the instructor in person or by e-mail.** If work is made up before the absence, there will be no penalty. Make up tests may not be the same test issued on the scheduled test date. They will be issued outside of class time and at the instructor's convenience. It is the student's responsibility to make arrangements for make up work & tests. I will not remind you that you missed a due date or a test date. In-class activities are accepted only on the issue date & cannot be made up under any circumstances. Exceptions to these guidelines are only rarely made on a case-by-case basis. Final Exams are issued only on the scheduled exam date & can be made up only according to college policy.

An incomplete ("I") will be given only under extreme circumstances. To receive an "I", (1) 80% of the coursework has to have been completed, (2) all work must have received an evaluation of a "C" or better, and (3) arrangements must have been made prior to finals' week.

### **Safety, Health, & Special Needs Issues:**

Eligible students with disabilities will receive appropriate accommodations in this course when requested in a timely way. Please contact me after class or in my office. Please be prepared to provide a letter from your DSS Coordinator. For more information, visit the Disability Services website: <http://www.umt.edu/dss> . Or call 406.243.2243 (voice/text).

In the event of an emergency, all students are expected to follow the instructions given by the instructor. Students are expected to remain with the instructor until official notice of dismissal is given, and roll will be taken at the end of any emergency situation.

### **Academic Integrity:**

All students must practice academic honesty. Academic misconduct is subject to an academic penalty by the course instructor and/or a disciplinary sanction by The University. All students need to be familiar with the Student Conduct Code. The Code is available for review online at [http://life.umt.edu/vpsa/student\\_conduct.php](http://life.umt.edu/vpsa/student_conduct.php) .

All of the software on the computers in the classrooms and labs is serial numbered and copyright protected. Any student removing software from any machine by any means will be prosecuted to the fullest extent of university policy regarding this infraction.

Downloading or otherwise installing software other than that provided by the University is also prohibited.

### **Student Behavior:**

- 1) Complete all assignments both in and outside of class. All work is due on the date specified by instructor
- 2) Apply information discussed in lecture to lab assignments
- 3) Professional attitude is expected – be respectful of differing opinions & watch your language
- 4) Class attendance is required. Students are expected to attend all scheduled classes
- 5) Be courteous when using a cell phone or headphones. Leave the room if you will be disrupting others

**Grading:**

<b>Categories &amp; Weights:</b>	Homework Assignments: 15%
	Lab Assignments: 40%
	Unit Tests: 20%
	Final Exam: 25%

**Grading Policy:**

90 – 100% = A
80 – 89% = B
70 – 79% = C
60 – 69% = D
Below 60% = F

**Note: There will be assignments for every unit in the following categories: Homework, Lab Assignments, & Unit Tests**

**Category Descriptions:**

- 1) Homework Assignments – extensions of concepts introduced in the lecture &/or reading topic. These are to be completed outside of class time & are due at the end of each unit. They are evaluated based on completion & content.
- 2) Lab Assignments – application of concepts introduced in lecture &/or reading topics. These are to be worked on during lab sessions & outside of class. They are evaluated based on the assignment sheet handed out for each lab project.
- 3) Unit Tests – test understanding of unit objectives. These are issued periodically throughout the semester. They are evaluated based on a standard scale of number correct divided by number available.
- 4) Final Exam – tests understanding of course objectives. It will include items in typical test question form as well as application form. This is issued according to the college final exam schedule. It is evaluated based on a standard scale of number correct divided by number available.

**Miscellaneous:**

NOTE: Instructor reserves the right to modify syllabi and assignments as needed based on faculty, student, and/or environmental circumstances. If changes are made to the syllabus, amended copies will be dated and made available to the class.