

**COLLIN COUNTY COMMUNITY COLLEGE DISTRICT**  
*DIVISION OF BUSINESS, INFORMATION AND ENGINEERING TECHNOLOGIES*  
**GENERIC SYLLABUS**

**COURSE NUMBER:** DFTG 1391

**COURSE TITLE:** BASIC COMPUTER AIDED DRAFTING, MICROSTATION

**CREDIT HOURS:** 3

**LECTURE HOURS** 3

**LAB HOURS** 1

**PREREQUISITE:** None

**TEXTBOOK:**

Inside Microstation, Delmar Learning, publisher by Frank Conforti.  
ISBN #1-4018-1481-6

**SUPPLIES:**

- (2) 3-1/2" Double Sided High Density Floppy Diskettes
- (2) Type 882-E Scantron Forms (if required by the instructor)
- (1) 100MB Zip disk (optional)

**COURSE DESCRIPTION:**

Basic computer systems used in drafting and design applications. Hardware and software operations including booting, displays, files, commands, defaults, input-output, disks, printers, plotters, precision, utilities and data bases. Lab required.

**COURSE LEARNING OUTCOMES:**

After completing this course, the student will be able to:

1. Demonstrate competency in concept and application of a CAD system and commands
2. Demonstrate competency in the use of a CAD system to accomplish drawing tasks
3. Understand the influence Computer Aided Drafting has on all facets of industrial design.
4. Understand the fundamental concepts and use of a Cad system.
5. Apply these fundamentals using the computer to produce professional drawings.

## **COURSE REQUIREMENTS:**

ALL STUDENTS ARE EXPECTED TO:

1. Complete all reading assignments
2. Successfully complete all periodic exams
3. Complete all lab exercises and final project

## **COURSE FORMAT:**

Lecture/Lab.

Class time will be spent in lecture, discussion and demonstration on computer aided drafting terms, concepts and skills over which students will be required to show competency. Guest lecturers, videos, tapes, field trips, and the computer may also be utilized.

## **METHOD OF EVALUATION:**

Grading scale is based on the total points earned.

<u>POINTS REQUIRED FOR GRADE</u>	<u>TOTAL POSSIBLE POINTS</u>	
A = 90%	Exams	50%
B = 80%	Labs	20%
C = 70%	Projects	20%
D = 60%	Attendance	10%
Below 60% is failing.	Total	100%

## **POP QUIZES:**

Pop quizzes given, averaged and will be equal to one test.

## **MID-TERM:**

A mid-term exam will be given. There will be no makeup exams.

## **FINAL EXAM:**

The final exam will be comprehensive in nature. The final exam will be a major factor in the student's grade.

## **RESEARCH PROJECT:**

The research project may receive up to a maximum of 100 points of extra credit

applied to the projects average. The project must be approved by the instructor and may be presented orally or in writing. The project should include at least three sources (printed, interview, video, etc.) for the information presented. These sources must be identified (on a separate page from the report) in such a manner that the instructor can readily locate the source. For example a newspaper source should be listed as the paper, section, page and date; an interview should give the person's name, position or occupation, company, address and telephone number; a book should be listed by the title, publisher, date, chapter and page.

A written project must be typed, double spaced, and be no less than three full pages of substantive material exclusive of title pages, bibliography, indexes, etc.

An oral project should be a presentation between ten to twenty minutes in length and must include a written one page outline of the material and a list of the sources as set forth above.

Failure to adhere to these requirements will result in less than full credit or no credit for the project.

#### **ATTENDANCE POLICY:**

Your attendance is the single greatest predictor of your success. **Student attendance at EVERY class is expected.** Please see the instructor regarding absences or conflicts.

**There will be NO makeup exams. No material will be accepted after the final exam has commenced.**

#### **DROP PROCEDURES:**

If you are unable to complete this course, YOU should withdraw from it. Withdrawing from a course is a formal procedure, with a specific, published deadline, which YOU must initiate. The instructor cannot do it for you. You must do this through the Registrar's Office. If you stop attending class and do not withdraw, you will receive a failing grade.

#### **AMERICANS WITH DISABILITIES ACT COMPLIANCE:**

**ADA Statement:** It is the policy of Collin County 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 contact the ACCESS office, SCC-G200 or 972.881.5898 (V/TTD: 972.881.5950) in a timely manner to arrange for appropriate accommodations.

#### **ACADEMIC ETHICS:**

The College District 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 the use of an author's words or ideas as if they were one's own without giving credit to the source, including, but not limited to, failure to acknowledge a direct quotation.

**Cheating** is the willful giving or receiving of information in an unauthorized manner during an examination, illicitly obtaining examination questions in advance, 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 intentionally aiding or attempting to aid another in an act of scholastic dishonesty, including but not limited to, providing a paper or project to another student; providing an inappropriate level of assistance; communicating answers to a classmate during an examination; removing tests or answer sheets from a test site, and allowing a classmate to copy answers.

#### **COPYRIGHT VIOLATIONS:**

It is a federal crime to reproduce copyrighted software. Anyone caught reproducing software from the CCCC CAD lab will be subject to disciplinary action. In addition, **ANYONE CAUGHT REPRODUCING OUTSIDE SOFTWARE IN THE CAD LAB WILL AUTOMATICALLY LOSE ALL LAB PRIVILEGES AND WILL BE SUBJECT TO OTHER DISCIPLINARY ACTION AS DEEMED NECESSARY.**

#### **MATERIAL TO BE COVERED:**

Chapter 1 & Chapter 2

Opening, Creating, And Saving Drawing Files.  
Invoking Commands In Microstation.  
Coordinate Systems.  
Microstation and the mouse.  
Key in window.

Chapter 3

Accuracy of design Information  
Getting started with Microstation

Chapter 4:

Design file elements  
Controlling Element Placement

Chapter 5:

Accudraw  
Screen Control  
Manipulation tools

Chapter 6:

Element Attributes  
Element Modification Tools  
Line Construction Tools

Chapter 7:

Creating a Mechanical Part

Chapter 8:

Complex Element  
Cells  
Text Features  
Create Region Tool  
Grouping

Chapter 9:

References

Chapter 10:

Dimensioning  
Area Patterning

Chapter 11:

Plotting

- SCANS:**
- 1. Resources**
  - 2. Interpersonal skills**
  - 3. Information skills**
  - 4. Systems**
  - 5. Technology**
  - 6. Basic skills**
  - 7. Thinking skills**

## **8. Personal Qualities**