

ARIZONA WESTERN COLLEGE
SYLLABUS

DFT 204 AUTOCAD 4 - DRAFTING 4

Credit Hours: 4 Lec 3 Lab 2

PRE-REQUISITE: DFT 203

COURSE DESCRIPTION

Integrates the skills gained in DFT 100, 102 and 203 with more advanced knowledge of standard drafting techniques and practices in preparation for the AutoCAD Certified Exam.

1. COURSE GOAL

This course prepares learners for AutoCAD certified exam.

2. OUTCOMES

Upon satisfactory completion of this course, students will be able to:

2.1 demonstrate CAD methodology and skills needed for successful completion of AutoCAD certified exam.

3. METHODS OF INSTRUCTION

3.1 Lecture over both industry standards and also the operation of the software

3.2 Demonstration of finished projects, as well as the processes used within the software

3.3 Group formal discussion reviewing covered material and drawing out student retention of material

3.4 Audio visual materials for review

4. LEARNING ACTIVITIES

4.1 Classroom tutorials over the use of the CAD software

4.2 Classroom exercises which explore drafting theory

4.3 The development, editing and translation of completed drawings using the CAD software

4.4 Selected reading assignments from text and periodicals

4.5 Data entry to CAD system for drawing development

5. EVALUATION

Evaluation is based on participation, CAD skill comprehension, drawing completion, periodic quizzes and a mid-term and final exam

6. STUDENT RESPONSIBILITIES

6.1 Under AWC Policy, students are expected to attend every session of class in which they are enrolled.

6.2 If a student is unable to attend the course or must drop the course for any reason, it will be the responsibility of the student to withdraw from the course. Students who are not attending as of the 45th day of the course may be withdrawn by the instructor. If the student does not withdraw from the course and fails to complete the requirements of the course, the student will receive a failing grade.

- 6.3 Americans with Disabilities Act Accommodations: Arizona Western College provides academic accommodations to students with disabilities through AccessABILITY Resource Services (ARS). ARS provides reasonable and appropriate accommodations to students who have documented disabilities. It is the responsibility of the student to make the ARS Coordinator aware of the need for accommodations in the classroom prior to the beginning of the semester. Students should follow up with their instructors once the semester begins. To make an appointment call the ARS front desk at (928) 344-7674 or ARS Coordinator at (928) 344-7629, in the College Community Center (3C) building, next to Advising.
- 6.4 Academic Integrity: Any student participating in acts of academic dishonesty—including, but not limited to, copying the work of other students, using unauthorized “crib notes”, plagiarism, stealing tests, or forging an instructor’s signature—will be subject to the procedures and consequences outlined in AWC’s Student Code of Conduct.
- 6.5 Texts and Notebooks: Students are required to obtain the class materials for the course.
- 6.6 Arizona Western College students are expected to attend every class session in which they are enrolled. To comply with Federal Financial Aid regulations (34 CFR 668.21), Arizona Western College (AWC) has established an Attendance Verification process for "No Show" reporting during the first 10 days of each semester. Students who have enrolled but have never attended class may be issued a “No Show” (NS) grade by the professor or instructor and receive a final grade of “NS” on their official academic record. An NS grade may result in a student losing their federal financial aid.
- For online classes, *student attendance in an online class is defined as the following* (FSA Handbook, 2012, 5-90):
- Submitting an academic assignment
 - Taking an exam, an interactive tutorial or computer-assisted instruction
 - Attending a study group that is assigned by the school
 - Participating in an online discussion about academic matters
 - Initiating contact with a faculty member to ask a question about the academic subject studied in the course