

**SANTA ANA COLLEGE, Engineering 110 Work Log & Syllabus****ADVANCED CAD APPLICATIONS**

**Students must fill in and submit this schedule as part of their contract for work to complete for credit for this course. Submit no later than the end of the second week, of enrollment, February 20 for students that begin at start of term, by email or to my school mailbox, (must arrive within 2wks. of enrollment). For any enrollment times, plan to complete your project Final Review by Thursday, June 3, 2010.**

**Spring 2010, Class Schedule: Variable, ALL hours are arranged;** 48 hours = 1 credit unit, (initial enrollment defaults to .5 units)

Class web accessible from <http://rscd.blackboard.com> - select the course from the list on the far right.

**Instructor: Susan Sherod**

**Office: A107-12, phone: 714-564-6787 email: [sherod4sac@yahoo.com](mailto:sherod4sac@yahoo.com) , Office hours: Select the Staff button in Bb**

**Required email: All students must update Bb with an active email address for this course. See the instructor if you need help to set up a free email account.**

week	Description of work to be completed	hours	che
1	project proposal writing must be included in this week's work		
2			
3			
4	1st review		
5			
6			
7			
8	Midterm - 2nd review		
9			
10			
11			
12	3rd review		
13			
14			

15			
16			
Final Review completed by Wed. Jun. 3, 2010			

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By Susan Sherod

**FINAL REVIEW DATE WILL BE BY Wednesday, June 3, 2010. Complete and submit your project by in person or by email or by U.S. mail (must arrive by June 3, 2010).**

*If you plan to become competent with CAD applications you must commit yourself to read, study, and practice in a highly productive manner. You must be involved in the learning process 100%.*

*Important aspects of your involvement include (1) Attendance & Participation, (2) Utilization of textbooks to help you master commands and features (3) Plan to put in 48 hours of work for each unit of credit.*

## **ENGINEERING 110, COURSE INFORMATION**

### **CLASS DESCRIPTION: ADVANCED CAD APPLICATIONS**

0.5-4 Units. Individual skill development for advanced students desiring to learn special applications using college licensed computer drafting and design software. Suggested preparation: Engineering 184. Grade: CR/NCR only. Open entry/open exit. Advisory Reading Level: 3.

### **TEXT:**

THE TEXT for most classes is the main focus of instruction and practice. Students of Advanced CAD Applications should determine which textbook is appropriate for their project and should also be sure that an appropriate book or other reference materials are available to help them to learn advanced CAD skills.

### **METHOD OF PRESENTATION:**

Individual skill development will be by self study of the student. Your instructor is a resource for directing you as you work on a self selected project towards the goal of increasing your skill level. Basic course materials are located on Bb. You will be given a login and password and you must have it to gain access to this Blackboard website. **You must have or set up an email account and email me the first week of class with your full name, and the class, ENG 110, in the subject line.** All students must provide a working email address in the Bb system. To do so, select Tools and then Edit Personal Information. Type in a correct email address in the area provided for it. You may create a free email account with hotmail.com or yahoo.com. See the information about [software](#) to be sure you are set up correctly for this course.

### **QUIZZES:**

The Computer Conduct quiz is required if you want to use the SAC CAD Lab in A225 but no points are given for it. ALL enrolled students must read the Computer Conduct PDF file and take the Computer Conduct quiz since SAC computers will be used for your Final Exam. Select the Course Information button to locate Quiz items. If you wish for your project to include quizzes you could self test using materials from books or websites that you locate.

**ASSIGNMENT REVIEW AND EVALUATION:**

During the course there will be four evaluations of your progress. The Final Exam will be as noted in the current Semester SAC Schedule and as specifically noted in the syllabus. NO Final Exam Reviews will be done after the scheduled Final Exam excepting in cases of serious documentable emergencies.

**Students are required to post work in the Bb Assignments links for the four reviews to receive points for progress. Bb allows you to attach as many individual files as you wish, however zipping of multiple files to a single .zip file is preferred.** The Midterm Review is your opportunity to show your knowledge gained during the first half of the semester. The Final Review will be an individual review of all your work by the instructor. At this time you will be expected to display your project and demonstrate your knowledge gained in the course of completing your project. Unless you have a serious documentable emergency and tell the instructor about it immediately, work will not be accepted late. If accepted, late work may be assessed a 20% grade reduction penalty. The midterm and final work is worth 60% of your overall grade so it is very important to be ready for these reviews. Students may create assignments outside of the CAD Lab. A lab assistant is available in the CAD Lab during its hours of operation. Instructor support is available during office hours, in the form of email, FAQ, reference materials you select, and websites you select.

**GRADING FACTORS/GRADING SCALE.**

Be sure to check Blackboard to review your scores. Due to Blackboard use it is necessary to use a point system for grades. At end of semester the total points earned will determine your grade.

A = 450-395 points = 90-100%

B = 394-345 points = 80-89%

C = 344-280 points = 70-79%

D = 279-225 points = 60-69%

F = 224 or less points = 0-59%

Midterm and Final Reviews = 60%; Progress, Project Organization and Attendance = 40%.

**CHEATING/COPYING.**

While cooperative effort, consultation, and discussion are effective (and strongly encouraged) ways in which to learn, you are expected to **complete your own work**. Submitting copied or duplicated work of another person is considered cheating. Cheating may result in an "F" grade for the exam, or the class or possible suspension from the college depending on the infraction. Allowing another student to copy your work may result in the same penalty for you. Do not let anyone copy your work!

**ATTENDANCE POLICY:**

You are responsible for emailing progress for the four reviews. These are the primary methods by which your attendance and class participation can be assessed. **PLACE A HIGH PRIORITY ON ATTENDANCE.** If you decide to discontinue the class, it is your responsibility to drop the course. Failure to do this may result in an "F" grade for the course. Students are responsible for complying with the "add/drop" procedures and for processing add/drop forms with the Admissions office before the deadlines.

**LAB HOURS/ARRANGED HOURS:**

The class workload for courses at SAC is generally intended to require 48 hours of work for each unit of credit, so as an example, 3 units equals a total of 144 hours of work. For ENGR 110, this course, you determine the number of units you want to earn from as little as .5 to as many as 4 units when you detail the project and hours needed for your project. Plan your time accordingly. The CAD lab will be open each week or you may complete the arranged hours at your own choice of location. The [Lab Schedule](#) is posted on the [Engineering Department](#) website and also available in the CAD Lab, at A-225 on campus. Students are responsible for reading and complying with all aspects of the "Standards of Conduct For computer Classrooms and Computer Labs". The Computer Conduct Information is the first link on the

Course Information page of this class and must be read and agreed to by all students who use SAC computers. The quiz posted for Computer Conduct allows you to select true to demonstrate your agreement with SAC rules. *You cannot use SAC computers if you don't read the form and select true when you take the quiz.*

### COMPUTER SOFTWARE USED:

**It is suggested that you familiarize yourself with the CAD Lab software before creating your project description. Your project reviews will be done using SAC CAD Lab software, so you must select from the available software for your project. The SAC CAD Lab is in room A225. CAD software loaded includes AutoCAD, Microstation, Catia, Solidworks, Inventor, Revit and IntelliCAD. There are other software programs that you might want to incorporate in your project for use with the CAD software, such as Microsoft applications software, Photoshop, browsers, etc.**

### MINIMUM STUDENT MATERIALS:

**This class requires the textbook selected by yourself, software previously explained, access to the internet, an email account, and a reasonably updated computer. The SAC CAD Lab computers in room A225 have all needed software and are available per the posted [schedule](#). System requirements for various versions of CAD software differ, and are detailed by software publishers. Drawing scales for architectural, civil engineering, and metric are available for checkout in the CAD Lab. 3.5" High density 1.44 MB capacity floppy diskettes or a Zip disk, USB Flash Drive, or other large format storage method are media often used to save CAD drawing files. Consider your project needs and plan to buy media accordingly. **Printing overly large files at SAC will result in expulsion from use of the CAD Lab. Check with the lab technician if you have questions BEFORE you print.** Save large files digitally or view them online. 3-ring binder, notepaper, pencils/pens, are helpful to keep organized notes as for any class.**

### GETTING OFF TO A GOOD START:

1. It is important to get off to a good start, so collect and organize everything that you need a.s.a.p. Santa Ana College is eager to accommodate students with disabilities. It is the responsibility of the student to inform the instructor of any special needs in a timely manner. Recommendations for the serious student follow:
2. Get any text or reference materials you plan to use immediately. Create your project proposal the first week and submit it to your instructor for approval.
3. Work your way through the "Orientation" on the computers on the [Engineering website](#) if you plan to use the SAC CAD Lab. There is good information you need to know for using computers in our class if you plan to use the lab that is included in the Orientation but may not be covered elsewhere.
4. Plan to complete work each week so that you keep on track with your work plan. Save your work every 10 minutes or more as needed. Plan a storage method to back up ALL your assignments off of your hard drive to avoid the possibility of loss of data. The course digital dropbox is an excellent backup method, but will not be used to send your work to the instructor for this class.
5. **All students must provide a working email address in the Bb system.** To do so, select Tools and then Edit Personal Information. Type in a correct email address in the area provided for it. You can get a free email address at hotmail.com or yahoo.com if you need one.
6. Be sure to review information in Blackboard regularly. Minor changes or updates may be made.
7. If you have a question about something email me, phone or come in during my office hours for help! It is a good idea to make an appointment if you wish to see me during my office hours since students with appointments are seen first and at the times they scheduled with me.

**Best wishes to each of you for a successful semester in Engineering 110!**

