

**DE ANZA COLLEGE - ADVANCED TECHNOLOGY CENTER  
BUSINESS/COMPUTER SYSTEMS DIVISION  
CAD & DIGITAL IMAGING DEPARTMENT  
GREEN SHEET**

Course: CDI 80/81 AutoCAD (Beginning and Intermediate)  
Instructor: Mr. Steven Keith  
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Classroom: Advanced Technology Center room 301

**Text & Reference:** Sham Tickoo Autocad 2010: A Problem Solving Approach  
ISBN-13:978-14390-5567-0  
ISBN-10:1-4390-5567-X

Published By Delmar Cengage Learning  
Louis Gary Lamit; Technical Drawing and Design (Free on website and available in class)

**Overview:** 7:20 hour's lecture/laboratory per week.

**Standard Operating Procedures**

**Student Learning Outcome:** Functioning as a drafter using AutoCAD, the student will complete numerous exercises in compliance with industry-defined standards. The exercises shall include:

- mechanical engineering drawings for components and assemblies
- architectural drawing including floor plans, elevations, and sections

The document, generated from CAD files will be submitted digitally in the industry standard AutoCAD file format and include:

- The original document
- An AutoCAD format including a border and a title block
- Complete reproduction of the original document.

**Attendance: Attendance at all classes is expected.** While the student's attendance record is not part of his/her grade, the work load is designed to make **full** use of the hours allocated for this class. That is to say, if a student doesn't put 8 hours of work per week on the subject matter, he/she cannot expect to finish the assigned work by the end of the quarter. **It is the student's complete responsibility to drop this class. I will not drop anyone from the class.**

**Homework:** Autodesk has provided this class with access to their portal. Students enrolled in this class will be able to download a copy of the software for use at home during the quarter. The software will be a "student version" which prints a special boarder on the work and saves student version information in the header of the file. Students will be expected to use the software and textbook to complete reading of the assigned chapters prior to the discussion of those chapters in class. Students should be able to complete all assignments and projects during class time, provided preparatory reading is done outside of class. If you choose not to download the software, I would suggest you enroll in a "Lab" to gain access to the software while you complete the reading assignments.

**Grading and Assessment:**

Each individual lesson/project will be graded according to the following:

- Accuracy; is the data required correct?
- Industry Standards; has the student attempted to abide by class and industry drafting standards?
- Clarity; has the student attempted to eliminate all confusing or unnecessary data?
- Completeness; is the model and annotation complete?

Each assignment will be assessed. The student is required to submit all work electronically by email. After initial grading, I will either approve your assignment or give you a list of items to correct.

**Work Schedule:** There are 12 weeks scheduled for Winter Quarter (including Finals Week) The first 8 weeks will be 60 to 70% lecture with the balance for the completion of exercises. The last 4 weeks will be primarily lab providing each student adequate time to complete the final project.

**Basis for Grade:** Lesson: 70%  
Final Project: 30%

**Grade Scale:**

- A: 90% - 100%
- B: 80% - 90%
- C: 70% -80%
- D: 60% -70%
- F: Less Than 60%