

COURSE SYLLABUS



COURSE TITLE:	CIVE 131 – GRAPHICAL COMMUNICATIONS 1
CLASS SECTION:	X01/X02
TERM:	2023W
COURSE CREDITS:	3
DELIVERY METHOD(S):	Labs

Camosun College campuses are located on the traditional territories of the Ləkʷəŋən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here. Learn more about Camosun's [Territorial Acknowledgement](#).

For COVID-19 information please visit <https://camosun.ca/about/covid-19-updates>

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable explanation in advance, you will be removed from the course and the space offered to the next waitlisted student.

INSTRUCTOR DETAILS

NAME:	David Ley
EMAIL:	leyd@camosun.ca
OFFICE:	TEC264
HOURS:	TBD

As your course instructor, I endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.

CALENDAR DESCRIPTION

Students learn to communicate clearly in the form of hand sketches, spreadsheets and computer-aided drafting (CAD) software in order to accurately present technical information to both technical and non-technical audiences. CAD skills include: drawing simple geometric shapes; using layers; applying annotation; creating and inserting blocks; and preparing layouts.

PREREQUISITE(S):	One of: C in Pre-calculus 11 C in MATH 073 C in MATH 077 C in MATH 137 C in MATH 139 - Must be completed prior to taking this course.
PRE or CO-REQUISITE(S):	As Above
EXCLUSION(S):	none

COURSE LEARNING OUTCOMES / OBJECTIVES

Upon successful completion of this course a student will be able to:

- Use spreadsheet software to perform calculations and analyse technical information.
- Prepare consistently formatted tables and graphs that can be easily read both digitally and in print.

- Represent 3D objects using various methods of projection.
- Create clear and neat hand sketches of simple geometric objects.
- Create, edit and apply basic CAD objects such as: layers, simple blocks, text, dimensions, hatching, layouts to accurately draw and edit simple geometric shapes.
- Create drawings that conform to prescribed drafting standards and practices.

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

- Lecture & Lab notes and/or videos posted on course web pages / D2L
- 0.5mm or 0.7mm mechanical pencil, Pentel P207 recommended (approximately \$6)
- Standard ruler (300 or 380 mm) metric and imperial gradations, steel preferred (approximately \$5)
- Eraser – Staedtler Mars plastic (approximately \$2)

COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor.

SECTION	LAB	TIME	LOCATION
X01	Tuesday	8:30-11:20am	TEC150
X01	Wednesday	8:30-10:20am	TEC147
X02	Tuesday	3:30-5:20pm	TEC151
X02	Wednesday	2:30-3:50pm	TEC151
X02	Thursday	12:30-1:50pm	TEC151

Week	Week Beginning	Subject	Deliverables
1	January 9, 2023	Course Introduction, MS Excel	
2	January 16, 2023	MS Excel	Assignment E-1
3	January 23, 2023	MS Excel, Introduction to Engineering Graphics	Assignment E-2
4	January 30, 2023	Hand Sketching	Quiz 1 covering weeks 1-3 Assignment S-1
5	February 6, 2023	Hand Sketching, continued AutoCAD Fundamentals - Part 1 - Getting Started - Coordinate System	
6	February 13, 2023	AutoCAD Tools - Basic Commands - OSnap - Polar Tracking - Move, copy, rotate, scale & mirror	Assignment A-1
7	February 20, 2023	READING WEEK	

Week	Week Beginning	Subject	Deliverables
8	February 27, 2023	AutoCAD Tools, continued <ul style="list-style-type: none"> - Templates and Layers - Arcs, Polylines and Polygons - Getting information from your drawings 	
9	March 6, 2023	AutoCAD Tools, continued <ul style="list-style-type: none"> - Trim, Extend, Stretch, Fillet, Chamfer, Offset, Array - Inserting Blocks - Layout and Printing Term Project (TP) Introduction	Quiz 2 – covering week 4 through 7 Assignment A-2
10	March 13, 2023	AutoCAD Tools, continued <ul style="list-style-type: none"> - Hatching - Dimensioning Term Project (TP), continued	
11	March 20, 2023	AutoCAD Fundamentals - Part 2 <ul style="list-style-type: none"> - Working Effectively with AutoCAD - Accurate Positioning - Annotation Styles Term Project (TP), continued	
12	March 27, 2023	AutoCAD Fundamentals II, continued <ul style="list-style-type: none"> - Blocks - Title blocks - Advanced Layouts Term Project (TP), continued	
13	April 3, 2023	AutoCAD Fundamentals II, continued <ul style="list-style-type: none"> - External References - Creating Templates Term Project (TP), continued	Quiz 3 – covering weeks 8 through 11 Term Project Due
14	April 10, 2023	Review – Good Friday (no class)	

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced notice is required. Deadlines can be reviewed on the [CAL exams page](http://camosun.ca/services/accessible-learning/exams.html). <http://camosun.ca/services/accessible-learning/exams.html>

EVALUATION OF LEARNING

Component	Option 1	Option 2	Comment
Assignments	25%	35%	
Term Project	5%	15%	
Quizzes	30%	45%	Written, open book
Instructor's Assessment	5%	5%	Based on your cooperation and attendance, e.g. active participation in group work, etc.
Final Examination	35%	/	Written, open book
TOTAL	100%	100%	

50% on the final examination for Option 1, or 50% average on all tests/examinations for Option 2, must be attained in order to pass this course. You will need to choose either Option 1 or Option 2 in Week 14. Mark deduction for late submission of any project or assignment is 10% of that project or assignment. If handed in after the projects and/or assignments of the other students are returned to class, no mark will be given. All the required projects or assignments must be submitted to the instructor's satisfaction prior to the final examination in order to pass this course. If your project or assignment requires resubmission, you have one week to complete your work and resubmit from the day you receive the notice, and your maximum mark for that project or assignment will be the minimum mark of the class minus 10%.

If you have a concern about a grade you have received for an evaluation, please come and see me as soon as possible. Refer to the policy for more information.

<http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf>

COURSE GUIDELINES & EXPECTATIONS

- Presence is required at all scheduled course components.
- Assignments are to be completed individually.
- Quizzes: open book, digital and hardcopies.
- Final Exam: open book
- Late assignments will have 10% deducted. Assignments submitted after graded assignments have been returned are worth 0.
- You must complete all the assignments prior to writing the final exam to be permitted to write the final exam.

STUDENT RESPONSIBILITY

Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

COVID-19

All students will be required to follow the COVID-19 plan which can be found [here](#). Camosun College continues to adhere to the public health orders and safety measures recommended by the Provincial Health Officer, B.C. government, Island Health and WorkSafeBC to ensure the health and safety of students, faculty, staff and campus visitors:

1. Wearing a mask is based on your personal choice;
2. Do a daily [self-assessment](#) and stay home if you're sick;
3. Have rapid tests on hand ([available for free at most pharmacies](#)); and,
4. Vaccination is the most effective protection against COVID-19. Students are encouraged to get their booster shot.
5. Stay home when sick.

SUPPORTS AND SERVICES FOR STUDENTS

Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit <http://camosun.ca/students/>.

Support Service	Website
Academic Advising	http://camosun.ca/advising
Accessible Learning	http://camosun.ca/accessible-learning
Counselling	http://camosun.ca/counselling
Career Services	http://camosun.ca/coop
Financial Aid and Awards	http://camosun.ca/financialaid
Help Centres (Math/English/Science)	http://camosun.ca/help-centres
Indigenous Student Support	http://camosun.ca/indigenous
International Student Support	http://camosun.ca/international/
Learning Skills	http://camosun.ca/learningskills
Library	http://camosun.ca/services/library/
Office of Student Support	http://camosun.ca/oss
Ombudsperson	http://camosun.ca/ombuds
Registration	http://camosun.ca/registration
Technology Support	http://camosun.ca/its
Writing Centre	http://camosun.ca/writing-centre

If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

Academic Accommodations for Students with Disabilities

The College is committed to providing appropriate and reasonable academic accommodations to students with disabilities (i.e. physical, depression, learning, etc). If you have a disability, the [Centre for Accessible Learning](#) (CAL) can help you document your needs, and where disability-related barriers to access in your courses exist, create an accommodation plan. By making a plan through CAL, you can ensure you have the appropriate academic accommodations you need without disclosing your diagnosis or condition to course

instructors. Please visit the CAL website for contacts and to learn how to get started:

<http://camosun.ca/services/accessible-learning/>

Academic Integrity

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf> for policy regarding academic expectations and details for addressing and resolving matters of academic misconduct.

Academic Progress

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.1.pdf> for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

Course Withdrawals Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <http://camosun.ca/learn/fees/#deadlines>.

Grading Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf> for further details about grading.

Grade Review and Appeals

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

Mandatory Attendance for First Class Meeting of Each Course

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable reason in advance, you will be removed from the course and the space offered to the next waitlisted student. For more information, please see the "Attendance" section under "Registration Policies and Procedures" (<http://camosun.ca/learn/calendar/current/procedures.html>) and the Grading Policy at <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf>.

Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal. Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.8.pdf> to learn more about the process involved in a medical/compassionate withdrawal.

Sexual Violence and Misconduct

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun's Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence or misconduct occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support

respects a student's right to choose what is right for them. For more information see Camosun's Sexualized Violence and Misconduct Policy: <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.9.pdf> and camosun.ca/sexual-violence. To contact the Office of Student Support: oss@camosun.ca or by phone: 250-370-3046 or 250-3703841

Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College's Student Misconduct Policy at <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf> to understand the College's expectations of academic integrity and student behavioural conduct.

Changes to this Syllabus: Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.