COURSE SYLLABUS

COURSE TITLE: Cive 131 – Graphical Communications 1

CLASS SECTION: X02

TERM: 2022 Winter

COURSE CREDITS: 3

DELIVERY METHOD(S): Lectures and Labs

For COVID-19 information please visit https://legacy.camosun.ca/covid19/index.html.

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

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: Bao-Qin Bai

EMAIL: bai@camosun.bc.ca

OFFICE: Tech 114

HOURS: Monday 10:00 - 12:50;   Tuesday 9:30 - 11:20

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):

- C in Pre-calculus 11
- C in MATH 073
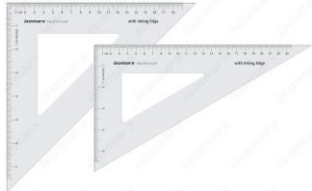- C in MATH 077
- C in MATH 137
- C in MATH 139

CO-REQUISITE(S): None

EXCLUSION(S): None

COURSE LEARNING OUTCOMES / OBJECTIVES

- 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

Pencils or Mechanical pencils one each for the different lead hardness	0.5 mm (0.7) H lead 0.5 mm (0.7) HB (F) lead
White eraser and Erasing shield	
Set Squares (One set of 30-60° and 45-90°(6" to 8"); Compass (any type)	
Text (Optional):	*AutoCAD®/AutoCAD LT® – Fundamentals Part 1*, ASCENT Center for Technical Knowledge *AutoCAD®/AutoCAD LT® – Fundamentals Part 2*, ASCENT Center for Technical Knowledge Giesecke, F.E. et. al, *Modern Graphics Communication*, 2nd Ed., Prentice Hall, 2001. Lamit, L.G., *Technical Drawing and Design*, West Publishing Company, 1994.

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.

Tec 151   Monday 10:00 - 12:50   Tuesday 9:30 - 11:20

Week	Topic
1	**Introduction and File Management;** **MS Excel**
2	MS Excel
3	**Introduction to Engineering Graphics**: Drafting basics; Hand sketching Orthographic & isometric drawings;
4	Introduction to Term Project (TP) **AutoCAD Fundamentals:** 1 - Introduction; 2-Basic Commands and Drawing Setup;

5	* **Quiz 1:** Covers Weeks 1-4; 3 – OSnap; Polar Tracking; OSnap Tracking;
	4 – Move; copy; rotate; scale; and mirror; 5 – Templates and Layers;
6	6 – Arcs; Polylines; Polygons;
	7-Trim, Extend, Stretch, Fillet, Chamfer, Offset, Array;
7	Reading Break, Family Day & Conversations Day
8	8–Insert blocks; 9 – Paper Space, Layout, and Viewport; 10 – Hatching
9	* **Quiz 2**: Covers Weeks 5-8;
	11 – Text and Leader; 12 – Dimensioning**;** 13 - Text Styles
10	13 - Dim Styles;
	14 - Making Blocks; Attributed Title Blocks;
11	15 - Advanced Layouts
	16 – Additional Layer Tools
12	17 - AutoCAD Coord Systems; TT and From options of OSnap.
	18 - Creating Templates;
13	* **Quiz 3**: Covers Weeks 9-12;
	19 - Object properties
14	20 - Introduce XRef; Review
15	Exam Week

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 noticed is required. Deadlines scan 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	20%	35%	
Term Project	10%	15%	
Quizzes	15%	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	50%	/	Written, open book
TOTAL	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. But all the required project or assignment must be submitted to the instructor's satisfaction prior to the final examination in order to pass this course. If your project or assignment is required to redo, you have one week to complete your work and rehand in from the day of your receiving 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 [Grade Review and Appeals](http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf) policy for more information.
http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf

Attendance
Students are expected to attend all lectures and labs on time. It is your responsibility to catch up with the others of your class if you missed some classes. The 5% of Instructor's Assessment will be partly based on your attendance.

Due dates and Late Submissions
The due dates of your assignments and term project are to be given during classes. The purpose of the due dates is to help both you and I to get the work done so that we can have a relatively quick feedback and also your work can be assessed in a timely manner. Late submissions of any project or assignment will be subject to mark deductions.

Quizzes and Final Examination
All Quizzes and Final Examination must be written at the scheduled times with the exception of students requiring an accommodation by CAL. It is understood that emergency circumstances do occur (e.g. severe illness or family emergency); for such circumstances, accommodation may be offered at the discretion of the instructor, provided the student:
a) notifies the instructor in advance of the exam (not after), and
b) provides documented evidence of the circumstance (e.g. medical certificate).

SCHOOL OR DEPARTMENTAL INFORMATION

Department: Civil Engineering Department.

- Chair is Zoe Broom, TEC 116.
- See the chair if you need:
    o program help such as working out a part-time schedule
    o help with transfer credits
    o info on services from other departments.
- See your instructor if you need help with the course.

School: School of Trades and Technology. Office TEC 169

- Dean is Eric Sehn, TEC 169
- Associate Dean is Ken Kosik, TEC 169
- Student issues are looked after by the Associate Dean. However, if you need anything, go to the department chair first.

Equity, diversity, and inclusion (EDI) are central to Camosun's culture and values. The Camosun community and the engineering community at large commit to pursuing equity in education regardless of race, heritage, religion, gender or gender identity, and ability. We learn best when we feel safe. Inappropriate, hateful or demeaning comments or actions will not be tolerated. Your suggestions on how to make your experience here better are encouraged and appreciated. Please let me or the department chair know ways to improve your experience at Camosun. If you wish to know more about Camosun's EDI policy, please see the EDI page on the college's website:
http://camosun.ca/about/policies/equity-diversity-inclusion.html

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.

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.

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.

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.