



# Coastal Bend COLLEGE

## Administrative Master Syllabus

### Cover Sheet

**Purpose:** The Administrative Master Syllabus provides a general course description, defines the required elements of the course, and establishes a faculty-driven foundation for course assessment to ensure continuous improvement in student learning, irrespective of the course timeframe, or mode of course delivery.

Course Title:

Course Prefix and Number:

THECB Approval Number (10 digit):

Department:  Division:

Course Type: (check only one)

- Academic General Education Course (From ACGM but not a CBC Core Course)
- Academic CBC Core Course
- WECM Course (Special Topics or Unique Needs Course: Y  or N  )

Weekly Contact Hours (Lecture – Lab – External):  -  -

Course Catalog Description:

Introduction to the reading, interpreting and developing technical drawings, including the principles of drafting and computer-aided design.

Prerequisites/Co-requisites:

N/A

**Approval:** The contents of this document have been reviewed and are found to be accurate.

Prepared by (Content Expert):  Digitally signed by Jack W. Young  
Date: 2022.08.15 18:08:39 -05'00'

Reviewed by Director or Coordinator:  Digitally signed by Macedonio Gonzalez  
Date: 2022.08.15 19:47:54 -05'00'

Approved by Dean of CTE or NAH or TGE:



# Coastal Bend COLLEGE

## Master Course Syllabus

### Course Name: DFTG 1305 Technical Drafting

**Course Description:** Introduction to the reading, interpreting, and developing technical drawings, including the principles of drafting and computer-aided design.

**Semester Hour Credit:** 3

**Lecture Hrs. per Week/Lab Hrs. per Week/External Hrs. per Week** This course consists of (3) lecture hours and (3) lab hours per week.

#### Curriculum Capacity:

Face-to-Face Lab 15  
Online Lab N/A  
Face-to-Face Lecture 15  
Online N/A  
Virtual Face-to-Face N/A  
Interactive video (multi-locations) N/A  
Hybrid N/A  
Clinical N/A

#### Recommended enrollment threshold:

Face-to-Face Lab 9  
Online Lab N/A  
Face-to-Face Lecture 9  
Online N/A  
Virtual Face-to-Face N/A  
Interactive video (multi-locations) N/A  
Hybrid N/A  
Clinical N/A

#### Textbook and/or other major required readings:

**Title:** Technical Drawing, 15th edition; Workbook: Engineering Drawing Problem Series I  
**Author:** Giesecke (textbook); Giesecke (workbook)  
**Publisher:** Prentice Hall (textbook); Prentice Hall (workbook)  
**Edition:** 15th edition (textbook); Series 1 (workbook)  
**ISBN:** 978-0-13-430641-4 (textbook) ISBN 0-13-658536-1 (workbook)

**The Student Learning Outcomes for the course are the same regardless of modality or location.**

**Course Outcomes  
(WECM or LDACGM)**

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

1. Read, interpret, and develop technical sketches and drawings, lettering techniques, annotations, scales, line types, line weights, geometric construction, orthographic projections, pictorial views, sectional views, dimension drawings, calculations, and measurements.
2. Identify terminology and basic functions used with 2D and 3D computer-aided software.

**The following general education course competencies (TGE) or Marketable SCAN Skills (CTE/NAH) are addressed in this course: General education course competencies (TGE) or Marketable SCAN Skills (CTE/NAH) assessed are indicated with an asterisk \*.**

- **Mathematics** – using mathematics to solve problems
- **Active Listening** – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times
- **Critical Thinking** – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- **Reading Comprehension** – Understanding written sentences and paragraphs in work related documents
- **Writing** – Communicating effectively in writing as appropriate for the needs of the audience
- **Monitoring** – monitoring or assessing performance of yourself, other individuals, or organizations to make improvements or make corrective action
- **Time Management**- managing one’s own time and the time of others

**The following program student learning outcomes are assessed for this course:**

- The student will demonstrate proper mathematical solutions for applied problems.
- The student will interpret complex technical instructions and apply the information to a technical drawing solution.
- The student will actively engage critical thinking to solve drawing problems.
- The student will build an understanding of the technical writing instructions to apply to the drawing specifications.
- The student will create a better technique for the required technical writing techniques to achieve legibility.
- The student will develop the process of “red-lining” drawings and improving them through several steps until they are concise and accurate.
- The student will achieve a completed drawing in a reasonable amount of time.

**Evaluation Methods:**

Drawings & Assignments  
Tests  
Attendance and Participation  
Final Exam

**Course Grading:** Please see individualized instructor policies for course evaluation methods. Students will be assessed on the same measure across each discipline as per CBC guidelines

**Major Course Assignments and/or exams counting for at least 10% of a final course grade:**

Drawings & Assignments 50%  
Tests 15%  
Attendance and Participation 10%  
Final Exam 25%

**Grade Scale:**

A = 100-90  
B = 89-80  
C = 79-70  
D = 69-60  
F = 59 & below

**Course Subject Matter Outline:**

Chapters / Subject Titles  
Chapter 1 Engineering Design  
Chapter 2 Lettering, scales, alphabet of lines and drafting tools  
Chapter 3 Technical sketching /geometric construction techniques  
Chapter 4 Orthographic Projection  
Chapter 5 Orthographic projection, necessary views  
Chapter 6 Sectional Views  
Chapter 7 Auxiliary Views  
Chapter 8 Manufacturing Processes  
Chapter 9 Dimensioning  
Chapter 11 Threads/ Fasteners/ Springs  
Chapter 14 isometric drawing  
Chapter 15 Oblique drawing

### Additional Course Requirements:

**Class attendance is a must.** A student will be dropped if more than 3 consecutive absences during the semester or if student exceeds 6 absences during the semester.

### Class Attendance and Classroom Conduct Policies

**Attendance Policy:** Please see individualized instructor policies for attendance, which are pursuant to any related policy as outlined by the college handbook, financial aid agreements, or any other college related understanding (e.g., athletics, organizations).

**Telephone Support:** Toll Free: 866-722-2838 or Direct Line: 361-354-2508

### I.T. Support Blackboard

<http://coastalbend.edu/it/>

IT Help Desk  
1-361-354-2508

[helpdesk@coastalbend.edu](mailto:helpdesk@coastalbend.edu)

**Live Chat:** Fall/Spring Hours: Monday - Thursday from 8 a.m. to 5 p.m. Summer Hours: Monday – Thursday from 7 a.m. to 6 p.m.

**Tutoring Services:** Coastal Bend College is committed to the academic success of all students enrolled at the college. A variety of services, including academic support, individual tutoring sessions, group tutoring sessions, and online tutoring, are available to students depending on the availability of tutors for the subject matter requested. All tutoring is provided at no cost to current CBC students who are currently enrolled at CBC. On-demand tutoring services are accessible 24 hours a day, seven days a week through the TutorMe platform, which may be accessed through your Blackboard account. To request a tutor, please complete the online tutor request form found at <http://www.coastalbend.edu/tutoring/> to submit your request. If you have any questions about tutoring programs, you can contact [tutoring@coastalbend.edu](mailto:tutoring@coastalbend.edu).

Beeville	Alice	Kingsville	Pleasanton
3800 Charco Road Beeville, TX 78102 1-866-722-2838	704 Coyote Trail Alice, TX 78332 1-866-891-2981	1814 Brahma Blvd. Kingsville, TX 78363 1-866-262-1615	1411 Bensdale Pleasanton, TX 78064 1-866-361-4222

**Grady C. Hogue Learning Resource Center (Library):** Located on the Beeville campus, the operation hours are Monday - Friday from 8:00 a.m. to 5:00 p.m.

(Summer semesters will observe the CBC campus operation hours) For locations and hours of the CBC library in Alice, Kingsville, and Pleasanton sites please visit the library web page link below.

Grady C. Hogue Learning Resource Center (Library): <http://lrc.coastalbend.edu/about>

**Financial Aid:** Resources are available for students for financial aid, work study, and veteran benefits. For additional information, visit our website at <http://coastalbend.edu/finaid> or contact us at 361-354-2238. Office hours: Monday - Friday from 8:00 a.m. to 5:00 p.m.

**ADA Statement:** No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the College District, or be subjected to discrimination by the College District. Nor shall the College District exclude or otherwise deny equal services, programs, or activities to an individual because of the known disability of an individual with whom the individual is known to have a relationship or association. 42 U.S.C. 12132; 28 CFR 35.130(g). See at: [GA \(Legal\)](#)

**Students with Disabilities:** Please notify your instructor of any modification/adaptation you may require accommodating a disability-related need. You will need to provide documentation to the Director of Accessibility Services so the most appropriate accommodation can be determined. Specialized services are available through the Office of Accessibility Services (**OAS**) (SSB 4.104, 471-6259). For more information, please email [oas@coastalbend.edu](mailto:oas@coastalbend.edu).

**Scholastic Dishonesty:** Each student is charged with notice and knowledge of the contents and provisions of Coastal Bend College's rules and regulations concerning student conduct. All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by Coastal Bend College Policies FLB (Local) and FM (Local). Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion. See at: [FLB \(Local\)](#) and [FM \(Local\)](#).

**Use of E-mail for Official Correspondence to Students:** All students should be familiar with the college's official email student notification policy. Students are expected to check their CBC email on a frequent and regular basis to stay current with college-related communications, recognizing that certain communications may be time-critical.

**Copyright Law and Intellectual Property Rights Policy:** Copyright is the right of an author, artist, composer, or other creator of a work of authorship to control the use of his or her work by others. Protection extends to literary works, musical works, dramatic works, pantomimes and choreographic works, pictorial and graphic works, sculpture, motion pictures and other audiovisual works, sound recordings and architectural works. Generally speaking, a copyrighted work may not be reproduced by others without the copyright owner's permission. The public display or performance of copyrighted works is similarly restricted. Generally, the unauthorized reproduction, performance or distribution of a copyrighted work is copyright infringement and may subject the infringer to civil and criminal penalties. The Fair Use Doctrine outlines exceptions to this Law and is outlined in Coastal Bend College Policy, [CT \(Legal\)](#).

Coastal Bend College, its faculty, students, and employees must comply with Copyright Law. Detailed information on Copyright Law and Intellectual Property Rights is available in Coastal Bend College Policy [CT \(Legal\)](#) and [CT \(Local\)](#).

Questions regarding this information should be directed to the Director of Library Services at: [library@coastalbend.edu](mailto:library@coastalbend.edu) or the Office of Marketing and Public Relations at: [socialmedia@coastalbend.edu](mailto:socialmedia@coastalbend.edu).

**Intellectual Property:** Student /Third Party Works: Rights to copyrightable or patentable works created by a student or a third party, that is, not a College District employee, shall reside with the author/ creator. Detailed information on Copyright Law and Intellectual Property Rights is available in Coastal Bend College Policy [CT \(Legal\)](#) and [CT \(Local\)](#).

Questions regarding this information should be directed to the Director of Library Services at: [library@coastalbend.edu](mailto:library@coastalbend.edu) or the Office of Marketing and Public Relations at: [socialmedia@coastalbend.edu](mailto:socialmedia@coastalbend.edu).

**NOTE:** The College website (<http://coastalbend.edu>) serves as the main source with the most current version of the Coastal Bend College Board Policies and the Coastal Bend College Catalog.

Student success is our number one priority at Coastal Bend College, and we realize that prompt, effective communication (such as emails, assignment feedback, discussion boards and announcements) plays a significant role in achieving that goal. It is vitally important that you have the proper contact information for your instructor. This should include their phone number, email address, and if applicable, their office number, and office hours. **Faculty schedules can be located online at <http://coastalbend.edu/hb2504/>** If you have any problems contacting your instructor, or do not receive a prompt response to your inquiries, please contact the Dean or Division Coordinator/Program Director as soon as possible. Their contact information is provided below:

Jarod Bleibdrey Dean of Career and Technical Education 361-354-2339 <a href="mailto:jbleibdrey@coastalbend.edu">jbleibdrey@coastalbend.edu</a>	Macedonio Gonzalez Coordinator of Industrial Workforce 361-354-2571 <a href="mailto:mgonzalez@coastalbend.edu">mgonzalez@coastalbend.edu</a>
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We wish you all the best in your education and encourage you to contact us if you have any questions or concerns.

Keeping student success in sight, faculty in each of the courses will review the course information, including specific reading schedules, assignments, and testing information, with students during the first week of class.

Additionally, the course information will be posted to Blackboard.

***This Master syllabus is subject to change due to unforeseen circumstances.***