

Basic Course Information

Semester:	Fall 2025	Instructor Name:	Cuauhtemoc Cortez
Course Title & #:	BLDC 120 AUTOCAD	Email:	Cuauhtemoc.Cortez@imperial.edu
CRN #:	11220	Webpage (optional):	
Classroom:	3117	Office #:	3117
Class Dates:	Aug 11th – Dec 6th	Office Hours:	
Class Days:	MW	Office Phone #:	760-355-6361
Class Times:	6:00PM- 7:05PM 7:10PM-835PM	Emergency Contact:	Tisha Nelson
Units:	3.0	Class Format/Modality:	Face to Face

Course Description

This introductory course covers the fundamentals of AutoCAD and its application to the creation of technical drawings. Hands-on training utilizing a comprehensive overview of the software package and its applications to residential and commercial technical drafting is emphasized. (CSU)

Course Prerequisite(s) and/or Corequisite(s)

N/A

Student Learning Outcomes

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1. Utilize drafting scales, tools and equipment to produce accurate technical drawings, to construct and modify two dimensional objects.
2. Utilize computers for both 2D and 3D representation of mechanical parts, forms and objects, to create technical and multi-view drawings in AutoCAD.
3. Apply line types to a technical drawing and apply line weights and line types to drawings in AutoCAD.
4. Construct and label each of the six main views of an object and annotate drawings using dimensioning tools and styles.

Course Objectives

Upon satisfactory completion of the course, students will be able to:

1. Identify various tools within the AutoCAD user workspace.
2. Apply set-up and format commands to drawings in AutoCAD.
3. Apply various display and view commands to view and navigate drawings.
4. Name tools and commands used to construct basic objects in AutoCAD.
5. Identify methods used to dimension and annotate drawing elements.
6. Set up and format an AutoCAD file.
7. Construct and modify two-dimensional objects.

8. Create technical and multi-view drawings in AutoCAD.
9. Apply line weights and line types to drawings in AutoCAD.
10. Annotate drawings using dimensioning tools and styles.
11. Work with multiple drawing files in AutoCAD.
12. Save and backup files and configure backup commands.
13. Produce a printed copy of a drawing.

Textbooks & Other Resources or Links

[Describe which textbooks and/or other resources are required for the course. Be sure to include ISBN.]

Course Requirements and Instructional Methods

[Describe course activities, assignments, tests, homework, etc.]

Course Grading Based on Course Objectives

Course Grade will be based on a 400point scale.

A= 90%-100% Excellent

B= 80%-89% Good

C= 70%-79% Satisfactory

D= 60%- 69% Pass, less than satisfactory

F= 59%&Below Failing

The course grade will be determined by various factors such, as class participation, classroom assignments, chapter reviews & drawing project, midterm & final exams. The grading range is as follows:

Lab practices	= 100points
Laboratory Project	= 100points
Midterm	= 100points
Final Exam	= 100points
Total Points	= 400points

Attendance, Late Assignments:

Absences and tardiness provide an opportunity to miss valuable instruction presented by the instructor, guest speakers, and site administrators. Tardiness will contribute to lower scores on assignments and subsequently a lower course grade. All assignments are due on the specified completion dates and all students have the same and equal time to complete all assignments as per the course calendar. Considerations will be given to those late assignments accompanied by a written medical statement from a physician. 25% of possible points will be penalized for late work. Any assignment can be turned in prior to the due date!

Academic Honesty (Artificial Intelligence -AI)

IVC values critical thinking and communication skills and considers academic integrity essential to learning. Using AI tools as a replacement for your own thinking, writing, or quantitative reasoning goes against both our mission and academic honesty policy and will be considered academic dishonesty, or plagiarism unless you have been instructed

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to do so by your instructor. In case of any uncertainty regarding the ethical use of AI tools, students are encouraged to reach out to their instructors for clarification.

Accessibility Statement

Imperial Valley College is committed to providing an accessible learning experience for all students, regardless of course modality. Every effort has been made to ensure that this course complies with all state and federal accessibility regulations, including Section 508 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), and Title 5 of the California Code of Regulations. However, if you encounter any content that is not accessible, please contact your instructor or the area dean for assistance. If you have specific accommodations through *DSPS*, contact them for additional assistance.

We are here to support you and ensure that you have equal access to all course materials.

Course Policies

- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. It is the student's responsibility to drop or officially withdraw from the class. See [General Catalog](#) for details.
- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences. **Ultimately it is the student's responsibility to drop from the course, if they stop coming to class. If a student fails to come to class and fails to drop from the course they will be awarded a Letter grade on an F, for lack of participation in the course and required lab and lecture assignments.**
- **Electronic Devices:** Cell phones and electronic devices must be turned off and put away during class, unless otherwise directed by the instructor.
- **Food and Drink** are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed by the instructor.
- **Disruptive Students:** Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the [General Catalog](#).
- **Children in the classroom:** Due to college rules and state laws, no one who is not enrolled in the class may attend, including children.
- What is netiquette? Netiquette is internet manners, online etiquette, and digital etiquette all rolled into one word. Basically, netiquette is a set of rules for behaving properly online.

Students are to comply with the following rules of netiquette: (1) identify yourself, (2) include a subject line, (3) avoid sarcasm, (4) respect others' opinions and privacy, (5) acknowledge and return messages promptly, (6) copy with caution, (7) do not spam or junk mail, (8) be concise, (9) use appropriate language, (10) use appropriate emoticons (emotional icons) to help convey meaning, and (11) use appropriate intensifiers to help convey meaning [do not use ALL CAPS or multiple exclamation marks (!!!!)].



Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another's work and recognize the important of acknowledging and safeguarding intellectual property.

There are many different forms of academic dishonesty. The following kinds of honesty violations and their definitions are not meant to be exhaustive. Rather, they are intended to serve as examples of unacceptable academic conduct.

- **Plagiarism** is taking and presenting as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to "cite a source" correctly, you must ask for help.
- **Cheating** is defined as fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or plagiarizing will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the [General Catalog](#) for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to, the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment; (c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment; (e) using a commercial term paper service.

Other Course Information

Financial Aid

Your Grades Matter! In order to continue to receive financial aid, you must meet the Satisfactory Academic Progress (SAP) requirement. Making SAP means that you are maintaining a 2.0 GPA, you have successfully completed 67% of your coursework, and you will graduate on time. If you do not maintain SAP, you may lose your financial aid. If you have questions, please contact financial aid at finaid@imperial.edu.

IVC Student Resources

IVC wants you to be successful in all aspects of your education. For help, resources, services, and an explanation of policies, visit <http://www.imperial.edu/studentresources> or click the heart icon in Canvas.



Anticipated Class Schedule/Calendar

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
Week 1	Course Introduction	
Week 2	AutoCAD Interface & Workspace Overview	
Week 3-4	Drawing Setup, Units, Limits, Coordinates	
Week 5-6	Display, Layers, Viewports, Layouts	
Week 7 - 9	Object Creation Tools (Lines, Circles, Arcs, Polygons, etc.)	
Week 10 -12	Modify Commands (Move, Copy, Trim, Scale, etc.)	
Week 13-14	Annotation, Text, and Dimensioning Tools	Midterm
Week 15	Plotting, Printing & File Management	
Week 16	Final Project and Review	Final Exam

HOLIDAYS

Sep 1 - Labor Day (Campus Closed)

Nov 10 - Veterans Day (Campus Closed)

Nov 24-29 - No Classes (Campus Open)

Nov 26-29 - Thanksgiving (Campus Closed)

Dec 6 - Fall Semester Classes End

*****Subject to change without prior notice*****