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## COURSE SYLLABUS

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Computer Aided Drafting & Design  
Industrial Technology Department  
Technical Education Division  
South Plains College  
Levelland Campus

**Instructor:** Jason R. Bush, AIA  
**Office:** Technical Arts Center, 205A  
**Phone:** (806) 716-2351  
**Email:** [jbush@southplainscollege.edu](mailto:jbush@southplainscollege.edu)  
**Office Hours:** M-Th: 4:00pm-5:30pm (by appt.)  
F: 8:00am-12:00pm

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### COURSE INFORMATION

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<b>COURSE NUMBER</b>	DFTG-2328-001
<b>COURSE TITLE</b>	Architectural Drafting – Commercial
<b>PREREQUISITE(S)</b>	DFTG 2300 and ARCE 1352 or consent of instructor
<b>LOCATION</b>	TA 207B
<b>MEETING TIME</b>	M/W 8:00A – 10:40A
<b>TEXTBOOKS</b>	<p><i>Commercial Drafting and Detailing, 4<sup>th</sup> Edition</i>, by Alan Jefferis &amp; Kenneth D. Smith, Cengage Learning, ISBN: 9781305560574</p> <p><i>Architectural Detailing: Function, Constructibility, Aesthetics, 3<sup>rd</sup> Edition</i>, by Edward Allen &amp; Patrick Rand, Wiley Publications, ISBN: 9781118882603</p>
<b>DESCRIPTION</b>	This course instructs students in the preparation of architectural drawings for commercial structures with emphasis on construction methods, including architectural drafting procedures, practices, governing codes, accessibility requirements, terms and symbols.
<b>SCOPE</b>	The scope of <u>Architectural Drafting – Commercial</u> will be for sixteen weeks, which will include two (2) hours of lecture per week and four (4) hours of laboratory experience per week, for a total of ninety-six (96) contact hours per semester.
<b>PURPOSE</b>	Emphasis is placed on space planning, building design, construction methods and materials and the writing of specifications for commercial construction methods. The student must design and draw a complete set of detailed working drawings for an intermediate-sized commercial project.
<b>COURSE OUTCOMES</b>	Utilize architectural terms and symbols, symbols, commercial construction materials and processes to produce a set of construction drawings including: a site plan, floor plans, reflected ceiling plans, sections, elevations, schedules, and details.
<b>COURSE OUTLINE</b>	<ol style="list-style-type: none"><li>1) Codes &amp; Zoning Regulations</li><li>2) Commercial Construction Methods and Materials</li><li>3) Space Planning &amp; Building Design</li><li>4) Understanding and Writing Specifications</li><li>5) Multi-Level Floor Plans</li><li>6) Vertical Circulation</li><li>7) Interior and Exterior Elevations</li><li>8) Annotation</li><li>9) Sections and Details</li><li>10) Schedules</li><li>11) Site planning and layout</li><li>12) Construction Documents Set</li><li>13) 3D Modeling and Image Creation</li><li>14) Phasing and Work-sharing</li></ol>

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## GRADING

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<b>WEIGHTS</b>	Attendance	<b>30%</b>	<b>SCALE</b>	<b>A</b>	90 – 100%
	Assignments	<b>40%</b>		<b>B</b>	80 – 89%
	Final Project	<b>30%</b>		<b>C</b>	70 – 79%
				<b>D</b>	60 – 69%
				<b>F</b>	59% or Below

**ASSIGNMENTS** Practical drawing and/or research assignments will be periodically assigned to demonstrate proficiency in various topics covered in class. These assignments are to be completed during laboratory time and will be graded on but not limited to the following items:

1. Neatness
2. Line Criteria
3. Text Criteria
4. Dimensioning Criteria
5. Layer Management Criteria
6. Correctness & Accuracy
7. Nomenclature
8. File Name Management and/or Digital Image File Creation

**FINAL PROJECT** The Final Project will be assigned near the end of the semester and will be used to demonstrate a practical proficiency in the various topics covered in class throughout the semester. The final project is intensive and will require multiple laboratory periods to complete.

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## CLASSROOM POLICIES

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**ATTENDANCE** **Three absences**, for any reason are allowed per semester. Your attendance grade will drop one letter grade for each absence over the allowable limit. Six or more absences will be grounds for the instructor to administratively withdraw the student from the course.

Late arrival (Tardiness), defined as not being present in class within 5 minutes of the start of class, will count as ½ absence. A maximum of ***six late arrivals*** are allowed per semester. Your attendance grade will drop one letter grade for each late arrival over the allowable limit.

If a student has not participated in a course in any form for a minimum of 3 weeks, without any communication from the student and is earning a solid “F”, an administrative withdrawal will be considered. The student will be contacted and encouraged to initiate a student withdrawal. After an additional week, faculty will initiate an administrative withdrawal.

**WITHDRAWAL** Any student wishing to drop this class should go through the proper procedure of initiating the withdrawal by obtaining a ***drop form*** from the Registrar's Office.

**OTHER POLICIES** Food and drink will be allowed at a student’s workstation as long as computers are not affected in a negative way. All drinks must be stored away from computer so as not to damage any component. All workstations must be thoroughly cleaned before a student leaves class.

Music is allowed in the classroom during lab time as long as it is played through headphones.

Cellphones are only permitted during lab time when used directly for research or class initiatives. If your cell phone rings or you need to make a phone call, please promptly excuse yourself from the class to address the call.

At the discretion of the instructor, a failing grade (“F”) may be assigned to a student’s overall course grade and/or the student’s assignment grade in the case of academic dishonesty (cheating)

and/or plagiarism due to the severity of the student's actions and disregard for the learning objectives of the course.

Students should adhere to all other standards established in the SPC Catalog found under *Student Conduct*.

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### SPC TexBook Program

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***This course is in the SPC TexBook program, so you do not need to purchase a textbook or access code for this course.***

- **What is TexBook?** The required textbook/digital content for this course is available to you in Blackboard from the first day of class. The charge for the textbook/digital content is the lowest price available from the publisher and bookstore and is included in your tuition.
- **How do I access my TexBook?** Your course material is in your Blackboard course from the first day of class. Access to your course material is provided either by VitalSource or other links inside your Blackboard course. VitalSource (and many publisher's) eBook features include the ability to hear the text read aloud, highlight, take notes, create flash cards, see word definitions, build study guides, print select pages, and download 100% of the book for offline access.
- **Help with TexBook issues and support:** check with your professor or visit: <https://support.vitalsource.com/hc/en-us/requests/new> (available 24/7 via chat, email, phone, and text)
- **Opting out of TexBook:** Participating in TexBook is not mandatory, and you can choose to opt out. However, by opting out you will lose access to the course textbook/digital content and competitive pricing, and you will need to purchase the required course material on your own. If you drop the class or opt-out before the opt-out deadline, the TexBook fee will be automatically refunded to your SPC account. The opt-out deadline for Fall and Spring is the twelfth class day. The opt-out deadline for shorter terms varies between the second and third class day.

*\*Please consult with your professor before deciding to opt-out.* If you still feel that you should purchase the course textbook/materials on your own, send an **opt-out email** to **pwells@texasbook.com**. Include your first name, last name, student ID number, and the course you are opting out of. Once you have been opted-out, you will receive a confirmation email. If you need assistance with the process, contact the SPC Bookstore:

**Email:** pwells@texasbook.com / **Phone:** 806-716-2097

**Email:** agamble@texasbook.com / **Phone:** 806-716-4610

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### ACCOMMODATIONS

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#### **Diversity Statement**

In this class, the teacher will establish and support an environment that values and nurtures individual and group difference and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

#### **Disabilities Statement**

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the

Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Lubbock Centers (located at the Lubbock Downtown Center) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

### **Non-Discrimination Statement**

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

### **Title IX Pregnancy Accommodations Statement**

If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To [activate](#) accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Health and Wellness Center. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Health and Wellness Center at 806-716-2529 or [email dburleson@southplainscollege.edu](mailto:dburleson@southplainscollege.edu) for assistance.

### **COVID Statement**

If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or test for COVID-19.

- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu) or 806-716-2376. Proof of a positive test is required. A home test is sufficient but students must submit a photo of the positive result. The date of test must be written on the test result and an ID included in the photo. If tested elsewhere (clinic, pharmacy, etc.), please submit a copy of the doctor's note or email notification. Results may be emailed to DeEtte Edens, BSN, RN at [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu).

A student is clear to return to class without further assessment from DeEtte Edens, BSN, RN if they have completed the 5-day isolation period, symptoms have improved, and they are without fever for 24 hours without the use of fever-reducing medication.

Students must communicate with DeEtte Edens, BSN, RN prior to their return date if still symptomatic at the end of the 5-day isolation.

### **Campus Concealed Carry**

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at: <http://www.southplainscollege.edu/campuscarry.php>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.