

CTC 112
Microstation; 2 Credit Hours
Jayne Baran

Time: MW 9:20-10:10
Classroom: Donovan G143
Fall 2025

Office Hours and Contact Info:

<http://people.sunypoly.edu/~barans/schedule.htm>

(Or by appointment)

Email: Jayne.Baran@sunypoly.edu

Donovan Hall 1197

Phone: (315) 792-7542

Website: <http://people.sunypoly.edu/~barans/>

Course Description:

Basics of CAD as applied to civil engineering technology using Microstation Connect software for typical civil technology applications, such as structures design drawings, highway layouts, detailing, traffic flow diagrams, etc. Two hours of lecture/laboratory per week.

Learning Outcomes:

By the end of the semester, students will be able to:

1. Utilize Microstation software to plan and prepare drawings appropriate for design and construction
2. Recognize the need for professionalism and excellence by generating high-quality technical drawings on-time

Materials:

Materials will be provided in class.

Computer Usage:

The syllabus, assignments, class schedule and grades will be posted on the web at <http://www.sunypoly.edu/~barans>.

Topics and Projects:

Topics:	Description	Hrs
1	Overview, beginning a new drawing, commands and drawing aids	2
2	Fundamentals I-precision input; adding and deleting elements	1
3	Fundamentals II-element modification and manipulation	1
4	Fundamentals III-multiple element modification and manipulation; views	1
5	Measuring and Dimensioning	1
6	Placing Text	1
7	Plotting	0.5
8	Cells-Cell creation and manipulation	1
9	Patterning-basic hatch, pattern areas, selection and element fill	1
10	Reference files-reference file manipulation	1
11	Intro to 3D files and rendering; Intro to 3d Printing	2
12	Oral Presentation on Assigned 3D topic	1
13	Midterm and Final Project	2

Methods of Evaluation:

CAD Drawing Assignments:

Drawings should be turned in on-time and include a CAD log.

Oral Presentation Powerpoint:

One oral presentation prepared using powerpoint on an assigned 3D topic will be required.

Examinations:

There will be one midterm project and one final project scheduled during the semester. Generally, no make-up project will be given except for medical emergencies or other valid reasons for which prior approval has been obtained.

CAD Drawing Assignments	40%
Attendance	10%
Oral Presentation	10%
Midterm Project	20%
Final Project	20%
TOTAL	100%

Policy on Attendance/Missed Classes/Make-up Work/Extra Credit

Regular class attendance is expected. No late assignments will be accepted. Generally, no make-up work or extra credit will be given unless prior approval has been obtained.

Code of Conduct:

Students are referred to the Student Handbook for SUNY Poly's current Code of Academic Conduct regarding plagiarism and other inappropriate academic activities.

Technical Assistance for Students:

The [SUNY Poly Help Desk](#) is in the Cayan Library on the first floor. You can contact them by phone at 315-792-7440, by email at helpdesk@sunypoly.edu, or by submitting an online help ticket on their website.

If the SUNY Poly Help Desk is closed, you can obtain assistance from the [Open SUNY Help Desk](#) by calling 1-844-OPENSUNY (673-6786). The Open SUNY email is OpenSUNYHelp@suny.edu or you can [submit an online help ticket](#).

The SUNY Poly ITS website has [information about software and hardware](#) that you can access as a student, as well as links to software you may need in your classes. Students are encouraged to save all work in multiple locations. MS Office OneDrive is available for use. For assistance, please contact the ITS Help Desk, helpdesk@sunypoly.edu or 315-792-7440.

Cancellation of Classes Due to Inclement Weather or Other Emergency:

SUNY Poly has a 24-hour hotline, called Snowline, to inform students, faculty, and staff when severe weather prompts the cancellation of all classes. Snowline can be reached by calling 315-792-7385. In the event of severe weather, Snowline will announce only the cancellation of ALL classes. The cancellation of all classes will also be posted online and broadcast on radio and television stations in the Utica-Rome and Syracuse areas. The SUNY Poly website also maintains a list of [individual class cancellations](#).

In addition, all SUNY Poly students and employees are enrolled in the Rave Alert emergency alert service. You can visit the [SUNY Poly Rave Alert website](#) to learn more and to adjust your notification preferences.

Accommodations for Students with Accessibility Needs at SUNY Polytechnic Institute:

Your access in this course is important to me. In compliance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, SUNY Polytechnic Institute is committed to ensuring comprehensive educational access and accommodations for all registered students seeking access to meet course requirements and fully participate in programs and activities. Students with documented disabilities, temporary, or medical conditions are encouraged to request services by contacting Student Accessibility Services (SAS) or filling out the Request for Accommodations form. Please note, requesting accommodations is only the first step. You must provide documentation (the request form may count) to SAS and meet with staff before receiving accommodations. Please do this as early as possible 1) because accommodations are never retroactive and 2) so that we have adequate time to arrange your approved academic accommodation/s.

Once SAS creates your accommodation plan, it is your responsibility to provide me a copy of the accommodation plan. If you experience any access barriers in this course, such as with printed content, graphics, online materials, etc., reach out to me or SAS right away. For information related to these services or to schedule an appointment, please contact SAS using the information provided below.

Office of Student Accessibility Services

SAS@sunypoly.edu

(315) 792-7170

Kunsela Hall, B101

Pregnancy Statement

SUNY Poly is committed to fostering an inclusive and supportive environment for all students and it does not discriminate against any student based on the student's pregnancy or related conditions. If you have questions or concerns related to pregnancy or related conditions, please contact the Title IX Coordinator, Kathie Artigiani at artigik@sunypoly.edu.