

I. COURSE DESCRIPTION:

This course is designed to develop skills in the use of the AutoCAD, to generate and modify electrical/electronic schematics and diagrams. This course will prepare the student for the automated drafting environment.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the student will demonstrate the ability to:

1. ***Correctly utilize AutoCAD menu and command structure to produce and modify Electrical schematics and diagrams.***

Potential Elements of the Performance:

- Effectively understand and utilize the AutoCAD menus and commands.
- Produce and modify schematic diagrams with correct and accurate labelling.
- Produce and modify schematic symbols.

III. TOPICS:

1. AUTOCAD menu structures and commands.

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

- USB Removable storage device.
- Textbook - Introduction to AutoCAD by Mark Dix / Paul Riley
- Evaluation Version of AutoCAD (To be downloaded by Student)
- Instructor Handouts / Internet Resources

V. EVALUATION PROCESS/GRADING SYSTEM:

The final grade will be derived as follows;

- 80% - AUTOCAD Drawings (3-4 Drawings)
- 20% - Tests / Quizzes (2 Tests)

See Special Notes for additional grading policies

The following semester grades will be assigned to students in postsecondary courses:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 - 100%	4.00
A	80 - 89%	4.00
B	70 - 79%	3.00
C	60 - 69%	2.00
D	50 – 59%	1.00
F (Fail)	49% and below	0.00
S	Satisfactory achievement in field/clinical placement or non-graded subject area.	
U	Unsatisfactory achievement in field/clinical placement or non-graded subject area.	
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.	
NR	Grade not reported to Registrar's office.	
W	Student has withdrawn from the course without academic penalty.	

VI. SPECIAL NOTES:

- Attendance to all classes is compulsory, unless discussed with the instructor in advance of the absence and the absence is for a medical or family emergency. A ***deduction of 1% per hour missed***, will be imposed on the final lab mark.
- Any student that is absent for any test (for a legitimate emergency) will be required to provide a doctors' note immediately upon returning. Failing to do so will result in a grade of 0% being assigned to the missed test. It is the students' responsibility to contact the college and/or Professor. Test dates will be provided to the students, a minimum of 2 weeks in advance of the test date.
- Tests, quizzes and other activities, will not be scheduled on an individual basis, unless it is for a medical or family emergency.
- Disruptions to theory classes, such as lateness, are not acceptable and will be dealt with on an individual basis. Students exhibiting chronic lateness or absenteeism will be required to meet with the Dean, and will be placed on academic probation.
- Use of the PC's in B1153 is for AutoCAD ONLY. Anyone using these PC's during scheduled class time for anything other than AutoCAD related work will be required to shut down the unrelated application immediately. Failing to do so, will result in immediate dismissal from the scheduled class and will be required to meet with the Dean, and will be placed on academic probation.
- Subsequent violations if this, and other specified guidelines for the use of computers in B1153 may result in academic probation, removal of privileges in B1153, or dismissal from the course.
- The use of Electronic Recording Devices is prohibited unless individual permission is obtained from the instructor. The use of Cell Phones during scheduled classes is prohibited. Turn off all Cell Phones prior to attending class.
- **Assignments that are not handed in by the specified deadline, will be assigned a grade of 0%.**

These assignments may be required to be submitted as Hard Copy, Electronic Submission (Email or Portable Storage) or Both. It is the students' responsibility to know how to submit electronically.

Disability Services:

If you are a student with a disability (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your professor and/or the Disability Services office. Visit Room E1101 or call Extension 2703 so that support services can be arranged for you.

Retention of course outlines:

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions.

Communication:

The College considers **WebCT/LMS** as the primary channel of communication for each course. Regularly checking this software platform is critical as it will keep you directly connected with faculty and current course information. Success in this course may be directly related to your willingness to take advantage of the **Learning Management System** communication tool.

Plagiarism:

Students should refer to the definition of “academic dishonesty” in *Student Rights and Responsibilities*. Students who engage in “academic dishonesty” will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course/program, as may be decided by the professor/dean. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

Course outline amendments:

The Professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

Substitute course information is available in the Registrar's office.

VII. PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advance credit transfer (advanced standing) should obtain an Application for Advance Credit from the program coordinator (or the course coordinator regarding a general education transfer request) or academic assistant. Students will be required to provide an unofficial transcript and course outline related to the course in question.

Credit for prior learning will also be given upon successful completion of a challenge exam or portfolio.