



**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 and electrical related diagrams with correct and accurate labelling.

**III. TOPICS:**

1. AUTOCAD menu structures and commands.

**IV. REQUIRED RESOURCES/TEXTS/MATERIALS:**

- USB Removable storage device. (1 GB min.)
- Textbook - Introduction to AutoCAD by Mark Dix / Paul Riley
- Evaluation Version of AutoCAD (To be downloaded by Student)
- Instructor Handouts / Internet Resources

*The link for downloading AutoCAD is available from the LMS ELN210 Web Links page. Follow Autodesk's registration instructions completely and carefully. READ ALL REQUIREMENTS FOR REGISTRATION.*

**V. EVALUATION PROCESS/GRADING SYSTEM:**

The final grade will be derived as follows;

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

NOTE: All drawings must be submitted to obtain a passing grade. Failing to submit all required drawings will result in a final grade of "F".

*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W	Student has withdrawn from the course without academic penalty.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

### 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.

### 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.

### 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. Please refer to the Student Academic Calendar of Events for the deadline date by which application must be made for advance standing.

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

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

### 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.

### 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 Code of Conduct*. A professor/instructor may assign a sanction as defined below, or make recommendations to the Academic Chair for disposition of the matter. The professor/instructor may (i) issue a verbal reprimand, (ii) make an assignment of a lower grade with explanation, (iii) require additional academic assignments and issue a lower grade upon completion to the maximum grade “C”, (iv) make an automatic assignment of a failing grade, (v) recommend to the Chair dismissal from the course with the assignment of a failing grade. 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.

Student Portal:

The Sault College portal allows you to view all your student information in one place. **mysaultcollege** gives you personalized access to online resources seven days a week from your home or school computer. Single log-in access allows you to see your personal and financial information, timetable, grades, records of achievement, unofficial transcript, and outstanding obligations, in addition to announcements, news, academic calendar of events, class cancellations, your learning management system (LMS), and much more. Go to <https://my.saultcollege.ca>.

Electronic Devices in the Classroom:

Students who wish to use electronic devices in the classroom will seek permission of the faculty member before proceeding to record instruction. With the exception of issues related to accommodations of disability, the decision to approve or refuse the request is the responsibility of the faculty member. Recorded classroom instruction will be used only for personal use and will not be used for any other purpose. Recorded classroom instruction will be destroyed at the end of the course. To ensure this, the student is required to return all copies of recorded material to the faculty member by the last day of class in the semester. Where the use of an electronic device has been approved, the student agrees that materials recorded are for his/her use only, are not for distribution, and are the sole property of the College.

Attendance:

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session.

Tuition Default:

Students who have defaulted on the payment of tuition (tuition has not been paid in full, payments were not deferred or payment plan not honoured) as of the first week of <choose *November, March, or June*> will be removed from placement and clinical activities. This may result in loss of mandatory hours or incomplete course work. Sault College will not be responsible for incomplete hours or outcomes that are not achieved or any other academic requirement not met as of the result of tuition default. Students are encouraged to communicate with Financial Services with regard to the status of their tuition prior to this deadline to ensure that their financial status does not interfere with academic progress.

**ADDITIONAL CRITERIA**

- 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 of 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.**