

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:

- Correctly utilize the AutoCAD menus and commands.
- Produce and modify schematic diagrams and electrical related diagrams with correct and accurate connections and labelling.

III. TOPICS:

1. AUTOCAD menu structures and commands.

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

- USB Removable storage device. (1 GB min.)
- Evaluation Version of AutoCAD (Optional Download by Student)
- Instructor Handouts / Internet Resources
- Theory Notes / AutoCAD Command Summary (LMS)

The link for downloading AutoCAD is available at www.autodesk.com. Click on the Education Community link, then follow Autodesk's registration instructions completely and carefully (you must create an account using your Sault College email address). READ ALL REQUIREMENTS FOR REGISTRATION. Ensure your PC has the required hardware and software resources.

V. EVALUATION PROCESS/GRADING SYSTEM:

The final grade will be derived as follows;

- 100% - AUTOCAD Drawings (4-6 Drawings)

The drawings will progressively increase in value. Here is the approximate breakdown;

Drawing 1 = 8%
 Drawing 2 = 8%
 Drawing 3 = 12%
 Drawing 4 = 16%
 Drawing 5 = 24%
 Drawing 6 = 32%

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)	Below 50%	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.	

If a faculty member determines that a student is at risk of not being successful in their academic pursuits and has exhausted all strategies available to faculty, student contact information may be confidentially provided to Student Services in an effort to offer even more assistance with options for success. Any student wishing to restrict the sharing of such information should make their wishes known to the coordinator or faculty member.

VI. SPECIAL NOTES:

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.

It is the departmental policy that once the classroom door has been closed and the professor has started the lesson, the learning process has begun. Late arrivers will not be granted admission to the room. Refer to Student Rights and Responsibilities documentation for sanctions.

- 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. As there is no textbook required for this course, **you must attend and be present for a minimum of 12 of 15 scheduled classes otherwise a final grade of "F" will be assigned regardless of marks achieved throughout the semester. This means being on time for the start of the class, and being present for the entire 2 hour period.**
- Any student that is absent for any class (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 a missed test, missed assignment and/or counted towards a missed class as per above attendance requirement. It is the students' responsibility to contact the college and/or Professor prior to missing the scheduled tests. 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.
- It is the responsibility of the student to check LMS daily for new postings, emails, assignments etc.
- 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.
- 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/or will be required to meet with the Dean, and/or 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. As this lab is operated by the Civil/Architectural Department, their departmental guidelines for this lab take precedent.

Drawing Assignments:

- **Drawing assignments are to be worked on/completed in class. Having access to AutoCAD at home is not an acceptable solution to replacing scheduled class time. It is meant only as a supplemental option for other AutoCAD requirements for other courses. There will be details/procedures/requirements discussed in class that are expected from all students during the course of the semester.**
- ***All assignments must be started in the scheduled class when assigned and all assignments must use the Template File for the current semester (supplied by Instructor). The instructor will be verifying the encoded Date/Time stamp on your submitted files.***
- **Assignments that are not handed in by the specified deadline will be assigned a grade of 0%. There will be a 12 Hour "grace period" after the deadline however the assignment grade will be penalized 50%. After the 12 Hour grace period, the assignment will be graded at 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 and ensure they have copies of files stored in multiple locations. Loss of a file etc. will not be accepted as an excuse for non-submission of an assignment.**
- **When communicating with the instructor via email, it is required that you use your college assigned email address. Emails received from other email clients will not be received.**
- **The Subject Line in all email communication must begin with the course code (ELN210). This is especially important when submitting an assignment. Any emails not containing a subject line beginning with ELN210 will be electronically ignored and assumed not sent/received.**
- **Students are responsible for knowing how to attach a file to an email as this is the primary method used for assignment submissions.**
- **Students are expected to follow the specific instructions for each assignment as requirements change as the semester progresses and the student becomes more competent at using AutoCAD.**



COURSE OUTLINE ADDENDUM

1. Course Outline Amendments:
The faculty member reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.
2. 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.
3. 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 Key Dates Calendar 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. Student Services, located in E1101, can provide information regarding the Prior Learning Assessment and Recognition policy or it can be viewed on the student portal.

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

4. 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>.
5. Communication:
The College considers **Desire2Learn (D2L)** 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 this Learning Management System (LMS) communication tool.

6. Accessibility 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 the Accessibility Services office. Visit Room E1101, call Ext. 2703 or email studentsupport@saultcollege.ca so that support services can be arranged for you.

7. Audio and Video Recording 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. Students with disabilities who require audio or visual recording devices in the classroom as an accommodation will receive approval from their counsellor once the Audio and Video Recording Devices in the Classroom Policy has been reviewed by the student. Recorded classroom instruction will be used only for individual academic use and will not be used for any other purpose. Recordings may only be used for individual study of materials presented during class and may not be published or distributed. Intentional misuse of audio and video recordings or intentional misrepresentation when requesting the use of a device for recording shall constitute a violation of this policy and laws protecting intellectual property.

8. Academic Dishonesty:

Students should refer to the definition of “academic dishonesty” in the *Student Code of Conduct*. Students who engage in academic dishonesty will be issued a sanction under the Student Code of Conduct which could lead to and include expulsion from the course/program. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, students must use a documentation format for referencing source material.

9. 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 November (fall semester courses), first week of March (winter semester courses) or first week of June (summer semester courses) will be removed from placement and clinical activities due to liability issues. 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.