COURSE OUTLINE

CAD 1160 C03 – Graphic Communications
Fall 2020

Lethbridge College inspires and facilitates learning and innovation to meet economic and social needs.

Centre: Technology, Environment and Design	**School:** School of Engineering Technologies
Instructor: : Lorne Atwood Office: TT 2915 Email: lorne.atwood@lethbridgecollege.ca	**Instructor Availability:** Online: via email and/or Face to Face: We can set up a private conference by appointment.
Delivery Method: ***Blended/Hybrid – Online due to COVID-19*** *Instruction 6 hours/week*	**Class Time & Location:** View your personal class schedule (days, times, rooms) through the myHorizon portal or on Canvas.
Credits: 3	**Pre-Requisites:** N/A **Co-Requisites:** N/A
Open to Supplemental Exam: NO **Research Component:** NO	**Program Chair:** Dr. Edith Olson **Associate Dean:** Candace Lewko **Dean:** Dr. Terry Kowalchuk **Main Program Contact Number:** 403-320-3468

Academic Calendar Description:
The application of AutoCAD in the production of engineering drawings to acceptable industry standards. Incorporating the use of productivity tools and techniques for efficient CAD drawing. An introduction to 3D modeling and advanced applications and customization techniques applicable to AutoCAD.

Course Outcomes:

1. Demonstrate how to manage the AutoCAD environment, manage files, create and select objects.
2. Apply basic geometric construction and editing techniques.

3. Demonstrate effective hatching, annotation and plotting through the use of templates, creating hatching, managing annotation styles, creating annotations and applying plotting techniques.
4. Create edit and manage blocks, external references and attribute information.
5. Apply basic 3D construction, editing and presentation techniques

Course Assessments:

Assessment (Assignment or Exam)	Value	Due
Power Test 1	10%	4th week
Power Test 2	20%	8th week
Power Test 3	30%	12th week
Plot Plan Project	25%	12th week
3D Assignment	10%	Last week
In class activities	5%	5 throughout the semester

Penalties/Notes about Late Assignments:

Working to deadlines is a very real aspect of industry. The student needs to develop an appreciation of the necessity of adhering to timelines. Therefore, all assignments are due by the assigned deadline. Late assignments will not be accepted. Tests are to be written on the dates assigned by the instructor, unless permission is obtained from the instructor **before** the test date. **No make-up tests will be given**.

Grading System:

Grade	Percent	Grade Point	Explanation
A+	95% - 100%	4.0	EXCELLENT
A	90% - 94%	4.0	EXCELLENT
A-	86% - 89%	3.7	EXCELLENT
B+	80% - 85%	3.3	GOOD
B	76% - 79%	3.0	GOOD
B-	70% - 75%	2.7	GOOD
C+	66% - 69%	2.3	SATISFACTORY
C	63% - 66%	2.0	SATISFACTORY
C-	60% - 62%	1.7	SATISFACTORY
D+	55% - 59%	1.3	MINIMAL PASS
D	50% - 54%	1.0	MINIMAL PASS
F	0% - 49%	0.0	FAILURE

Grading:

Official final grades will be available on [Web Advisor](). Grades posted in Canvas should be considered interim grades.

Note: Grade Point Average (GPA) is the standard average measure of performance. Term GPA is an average of the grade points earned in all classes for that term and determines academic standing from term to term. Maintaining the Term GPA required for your program allows for progression in your program. Program GPA is the average grade points earned in all courses required for your program. Successfully meeting the Program GPA required is one criterion for graduation eligibility. To learn more about GPA contact Career & Academic Advising.

Program/Course Attendance Requirements:
It is the student's responsibility to manage their time. Attendance is not mandatory, but expected. ***Attendance implies engagement, not merely bodily presence*** - there is a close relationship between attendance, engagement and student performance as evaluated by tests and assignments

General Course Expectations:
This course is designed to effectively introduce the main concepts of computer assisted drafting to students by having the students work through a series of sequential activities that introduce these concepts and procedures in a logical order. This requires that the student accept responsibility for attending classes, doing the assigned work, and using class time is effectively.

Instructional Method:
This course will be presented using a combination of lectures and demonstrations, reinforced by practical applications. Students should feel free to raise any topics for discussion or investigation, which are related to this subject.

There are several important course outcomes that are not listed, but are very important to the success of the learner as an individual, student, and future employee or employer. These qualities include honesty, team work, diligent effort, problem solving skills, a commitment to life-long learning, and a professional attitude.

The approach taken by the instructor will encourage growth and development in these areas coupled with the challenging academic outcomes required by the course. The instructor also strives to expose the learners to the latest technologies and resources to solve design and drafting assignments.

Your instructor believes that the best way to learn a program like AutoCAD is to use the software regularly. Simply reading about how to use it or watching someone else use it is not an efficient way to become proficient. Because of this belief, the course has been set up to maximize your time doing hands-on activities.

The basic teaching strategy for this course will include an overview of the fundamentals and basic concepts for each unit as outlined by the learning objectives, followed by a demonstration of the methods used to solve various drafting problems.

Students will be provided with the opportunity to further develop the problem solving skills introduced during class for each unit. The expectation is that students will independently practice new skills in order to develop proficiency and to review the course learning materials to

reinforce the fundamentals and concepts introduced during class for each unit as outlined by the learning objectives.

It is the responsibility of each student to ensure that all of the concepts are clearly understood and skills developed prior to the tests. Questions and class discussions are strongly encouraged and will be facilitated with feedback from the instructor.

Required Text(s), Materials, and Technology:

- Tutorial Guide to AutoCAD 2020 – Lockhart
- Laptop computer with AutoCAD 2020
- Storage device (for file backup)
- Various guides and handouts (available from the Canvas LMS)

Note: Important Dates and Deadlines can be found on the [Lethbridge College website.](#)

Student Resources

Canvas:
[Canvas](#) is the Learning Management System (LMS) used by Lethbridge College. All students at Lethbridge College have access to Canvas, where they will locate course resources such as course outlines, grades, course materials, Canvas Inbox, and learning activities. Canvas also has a mobile app.

Lethbridge College Email:
[Lethbridge College email](#) is the main source of communication outside your individual courses. Be sure to access this often to ensure you have the most up-to-date information from across the campus.

Buchanan Library:
Use the [Buchanan Library](#) in person or online to find research materials required for class assignments and to help you with your information needs. Access over 50 databases to find articles on almost any topic and use our online catalogue to find books, ebooks, videos, articles, and more. Our staff provides guidance on how to find the resources you require.

Learning Café:
Students are encouraged to access the [Learning Café](#) in the Buchanan Library for various free services, including academic tutoring support (online and face to face), APA documentation and study skills workshops, peer tutoring, and [online learning resources](#).

Accessibility Services:
Students requiring academic accommodation (e.g., extra time, separate space, etc.) must register with [Accessibility Services](#) to determine eligibility for and implementation of these supports. If you have further questions, please feel free to speak to your instructor or contact Accessibility Services for more information.

Health and Shepell Counselling Services:
Our [Health Services](#) health care team of registered nurses, doctors, and psychiatrists are here to provide services that positively influence your health and well-being. Shepell offers a variety

of services to help you meet the challenges of achieving your personal, professional, and academic potential. The primary form of support is personal counselling, which provides an opportunity to work collaboratively with a counsellor.

Advising:
Academic advisors are a great place to start if you aren't sure where to go for help. They are experts on college policies, procedures, program requirements, academic planning, and student supports, and they can help you at any point in your college experience.

Other Services:
If you would like more information on the many services available to students, please check out the Current Students section of the Lethbridge College website.

Institutional Policies and Practices

Course Work Used as Examples:
Should your instructor wish to use your work in future educational purposes, you will be asked to complete and sign a Student Release Form, authorizing both the instructor and/or the College to use your course work. This form, along with a copy of your work, is retained in the official copyright files located in the College's Intellectual Property Office. If you have any questions regarding Copyright and/or Intellectual Property, please contact the Intellectual Property Office.

Retention of Assignments and Exams:
Examinations/assignments will be retained by instructors to the end of the final grade appeal period. After the appropriate retention period, records will be destroyed in a secure manner. *Note:* Practicum course evaluations may be kept for a longer period of time. Please see the Records Management policy for more information.

Student Rights and Code of Conduct:
Academic Honesty is necessary for students to achieve excellence and for the preservation of the integrity and reputation of the course, the program, and of Lethbridge College as an institution. Lethbridge College supports and demands academic honesty in all academic learning activities.

Plagiarism is a serious offence and will be handled in accordance with Lethbridge College policy. The penalties for plagiarism vary in degrees but may result in expulsion from the Lethbridge College. For definitions of what is included as plagiarism and academic dishonesty, please view the Student Rights and Code of Conduct policy.

Recording of Classes:
Audio/video recording is permitted *only* with the prior written consent of the instructor or if recording is part of an approved accommodation plan. Such a recording is for the personal use only of the student who has permission to record. Following the course all such recordings must be destroyed.

Other Policies:
Students should be aware of policies and procedures that may impact them directly. More information can be found on the Lethbridge College Policies page.

Important Notes about your Course Outline:
Please retain a copy of this course outline for future reference. It can be useful in providing documentation for course transfer credit.

Research Disclaimer:
Disclaimer: This course does not include any research activities that involve human participants.

Note: A student must, at the planning stage, discus his or her research study with the supervisor. As the supervisor oversees the research study, he/she is responsible for reviewing the student's application and indicating their support/approval before the student submits the application for ethics review.

Other Program Contacts

To contact the Dean or Associate Dean for the program, please contact the main program phone number on page 1 of this outline.