



COURSE SYLLABUS

ET 203

INTRODUCTION TO CAD

COURSE DESCRIPTION

This course teaches student's skills in computer aided drafting and design using AutoCAD software. Students will learn the features and considerations associated with the computer as a drafting/design tool. Receive step-by-step instruction on AutoCAD commands, mode settings, drawing aids, shortcuts, and other valuable characteristics of AutoCAD.

A. PREREQUISITES

None

B. REQUIRED RESOURCE PURCHASES

None

C. ADDITIONAL MATERIALS FOR LEARNING

- a. Standard notebook
- b. #2 pencils & ink pen/pencil access
- c. USB Flash Drive

D. COURSE LEARNING OUTCOMES (CLOs)

Upon successful completion of this course, the student will have basic knowledge required to operate the AutoCAD software application utilizing the commands, system settings and basic drafting techniques in use in today's world of computer-aided-design.

E. COURSE REQUIREMENTS, CLASS EXPECTATIONS, AND ASSIGNMENTS

- a. Review the syllabus and course schedule for each week's assignments
- b. Participate in each class session
- c. Effective learning environment minus disruptive behavior (Cellphone usage is not allowed in class. All phones must be on silent/vibrate upon entering class. Students who are caught using cellphone will be deducted 10 points from their final points).
- d. OneDrive Assignment
The student will create his or her individual OneDrive folder and share with the instructor and complete an additional assignment.
- e. Final Project
The students will complete a final project (drawing) assigned by the instructor. Details will be given mid-semester.
- f. Lecture Quizzes (10)
The student will complete 10 drawing quizzes. Each quiz will be open-book/open-and have a 20-minute time limit.

F. INCOMPLETES

An incomplete is not given automatically or lightly. Anyone requesting an incomplete will have to do so in writing and will be considered only if:

- a. At least 75% of the course activity has been completed;
- b. The student is at least pulling a minimum of C grade;
- c. No points will be given for missing discussion board assignments and quizzes.

G. DROPPING THE COURSE

If you decide it is necessary to drop the course, please note that Friday, November 2, 2018 is the last day to withdraw from a class.

H. CHEATING AND PLAGIARISM POLICY.

Academic integrity violations are treated with zero tolerance. Cheating, fabrication, plagiarism have serious consequences, so just do your own work.

I. COURSE GRADING AND POLICIES**a. GRADE WEIGHTS**

ASSIGNMENT	POINTS	PERCENT
OnDrive Assignment	60	6
In Class Drawing	140	14
Quizzes (5 at 20 pts each)	100	10
Drawing Assignments	400	40
Final Project	200	20
Final Exam	100	10
Total	1000	100%

b. GRADE SCALE

GRADE	POINTS	PERCENT
A	900-1000	90-100
B	800-899	80-89
C	700-799	70-79
D	600-699	60-69
F	0-599	0-59

J. Late Assignment Policy

- a. If the student is unable to complete an assignment on time, then he or she must contact the instructor immediately by email.
- b. Assignments that are submitted after the due date without prior approval from the instructor will receive the following deductions: **the instructor on a case-by-case basis will review Special circumstances (e.g. death in the family, personal health issues).*
 - i. Late assignments submitted within one week of the due date will receive a 20% deduction.
 - ii. Assignments submitted more than one week late will not be accepted.

K. Services For Students with Disabilities (SDD)

Mississippi Valley State University is committed to providing reasonable accommodations for students with a documented disability. If you feel you are eligible to receive accommodations for a covered disability (medical, physical, psychiatric, learning, vision, hearing, etc.) and would like to request it for this course, you must be registered with the Services for Students with Disabilities (SSD) program administered by University College. It is recommended that you visit the Disabilities Office located inside the EMAP Computer Lab in the Technical Education (IT) Building to register for the program at the beginning of each semester. If you are determined to be eligible after your confidential consultation, you will be provided with a Memo of Accommodations that must be submitted to each of your instructors.