

**Nashville State Community College**  
**School of STEM**  
**CAD Certificate, & ACT, CIT, EETH A.A.S Programs**

**Spring 2023 Course Syllabus**  
**CADD 1200 - AutoCAD Fundamentals**

The purpose of the syllabus is to tell you how the course is organized, what the expectations are, and how you will be graded. In addition, there is important information about how the college will operate during severe weather and how the college will communicate with you. The syllabus is not a contract. Instead, it is meant to help you succeed in this course. If any of the content changes during the semester, you will be notified.

**Course Information:**

**Course Title:** CAD1200 – AutoCAD Fundamentals

**Location:**

**Credits:** 3

**Class Hours:** 1 class hour, 4 lab hours

**Course Description:**

An introductory course in computer-aided drafting using AutoCAD software. Topics include familiarization with computers and the basic elements of computer-aided drafting used in professional practice. Drafting exercises in various disciplines provide hands-on computer experience. Students will complete this class with entry-level computer-aided drafting skills. Topics include practice in the use of the majority of the drawing and editing commands, drawing setup, templates, blocks, layouts, scaling, printing, and techniques used to create fast and accurate drawings in a work environment.

**Instructor Information:**

**Name:**

**Email:**

**Office Phone:**

**Office Location:**

**Office Hours:**

**Instructor Zoom Room link:**

**Class Session Zoom Link Information (if virtual):**

**Required Textbook(s) & Other Materials:**

**Textbook(s):** No Book Required

**ISBN:**

**Supplies:** USB Removable Storage Device (Flash Drive) 8 Gig Minimum size *for Homework,*

## Outline for CADD 1200

Week	Topic	Lab Exercises
1	a. Intro to Zoom & AutoCAD b. Intro to Drawing in AutoCAD	Class Syllabus & User Interface Drawing Setup & Specifying points
2	a. Intro to Commands b. Layers & Linetypes	Doodles A Doodles B
3	a. Array & Blocks b. Hatching & Text	Doodles C Doodles D
4	a. Text Styles & Dimension Styles b. Lab	Doodles E
5	a. Command Review b. Begin Drafting Technics	Doodles F Exercise 1 – Gasket
6	a. Drafting Techniques b. Printing & Scaling Print	Exercise 2 - Chamber Clip Print ALL Projects to date.
7	a. Using Templates & Design Center b. Viewports & Layouts	Exercise 3 - Electrical Schematics Exercise 4 - Template
8	a. Spring Break	No Class
9	a. Advanced Drafting b. Single Direction Projection	Exercise 5 - Geneva Cam Exercise 6 - Flange Section View
10	a. Orthographic Projection b. Orthographic Projection (Continued)	Exercise 7 - V Block Multiview
11	a. Architectural Drafting b. Architectural Drafting (Continued)	Exercise 8 – Apartment Sketch
12	a. Array & Multi-Leader b. Continued	Exercise 9 - Wall Section
13	a. Civil Drafting Application b. Final Project 1	Exercise 10 - Subdivision Plot Final - Intro to Floor Plan - Walls
14	a. LAB b. Thanksgiving	LAB No Class
15	a. Final Exam (Part 1) b. Final Exam (Part 2)	Design Center Windows - Layouts & Printing
16	a. Final Exam Week	Final Exam Week

Once enrolled, all students should verify that they have the correct textbook and materials information by consulting the D2L/NS Online shell for the course. If you are registered with the Access Center and require an alternate format for the textbook and other course materials, please contact the Access Center at 615-353-3721, 615-353-3741, or [accesscenter@nsc.edu](mailto:accesscenter@nsc.edu).

## Spring 2023 Full 14-Week Term Important Dates

Date(s)	Event/Deadline
Jan-18	Beginning Jan 18, Fees Due Day of Registration or Classes Subject to Being Dropped
Jan-17	Regular Classes Begin
Jan-30	Census Date (Last date to withdraw without "W" appearing on transcript)
Mar 6-12	Spring Break (No classes)
Mar-24	Last Day to Withdraw and Receive "W"
Mar-24	Last Day to Earn "F" for Attendance ("FA")
Mar-24	Fall 2021 "I" Grades (Incompletes) Change to "F"
Mar-24	Deadline for Filing Summer 2022 Graduation Intent
Apr 7-9	Administrative Closing (College closed)
Apr-29	Last Day of Classes
May 1-6	Final Exam Period
May-6	Weekend Class Finals
May 4	<b>ALL ASSIGNMENTS DUE BY MAY 4<sup>th</sup></b>
Complete Calendar available at <a href="https://www.nsc.edu/academics/academic-calendar">https://www.nsc.edu/academics/academic-calendar</a>	

**Digital Course Materials:** These ensure you pay less for your course materials and have easy access through D2L throughout the semester. When you registered for this course, the charge for these materials appeared on your account. If you decide you do not want to purchase the course materials embedded in NS Online, you can opt out of the program **until the end of the second week of classes**. If you opt out, you will be responsible for purchasing the required course materials on your own. For more information, please visit [www.nsc.edu/dcm](http://www.nsc.edu/dcm).

**Honors Option:** Honors credit is available in some classes. If you are interested in participating in the Honors Program, please see your instructor within the first four weeks of class.

**Course Outcomes:** At the end of the semester, this is what you should know and/or be able to do:

- Identify and use components of the AutoCAD software.
- Use drawing skills to create professional quality organized drawings.
- Draw and dimension basic drawings from various disciplines.
- Open and edit previously created drawings.
- Plot CAD drawings.

## Course Competencies:

The following are detailed course competencies, or specific skills or knowledge, intended to help you achieve the course outcomes:

A basic level of computer literacy of the Windows environment is expected. The student should know how to open files, save files and follow a path to a file either on a hard disk or on a removable storage device.

## Topics to Be Covered:

1. Mastery of Interface and command usage
2. General overview and practice of AutoCAD Commands
3. Beginning & intermediate techniques on how to use the commands most effectively
4. Achieve a working knowledge of AutoCAD to the point of being employable

**Course Assessments:** We will use the following assessments to demonstrate your understanding, knowledge, and skills:

1. Students will be assessed on their ability to perform “hands on” drawing exercises evaluated on accuracy, clarity, and techniques learned in this course.
2. Students will be assessed on their retention of learned materials through written or “hands on” drawings for testing.

Grading Scale:

3-4 Tests	20%
Homework	30%
Lab	19%
Final Exam	31%
Total	100%

## Grading Policy:

If you cannot take a test when scheduled, you must notify the instructor and make arrangements to take the test prior to the scheduled date. Homework not turned in on time is subject to a 25% grade reduction. Homework will not be accepted if more than one week late or after an assignment has been returned to the class, whichever comes sooner. Homework should reflect your understanding of the subject, not that of your classmates. There will be no makeup on missed labs. Make every effort to attend every lab.

## Grading Scale:

Letter Grade	Percentage Range
A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60

## **FA**

If you stop attending class or if you are in an online class and stop submitting assignments, but do not turn in a withdrawal form by the deadline, you are still enrolled in class. You will be given a grade of FA, which means you have failed due to not attending class and not completing your assignments. Please refer to the current academic calendar available on the Nashville State web site, looking for the date that indicates it is the “Last Day to Earn F for Attendance (FA).” If you stop attending your course after this date, you will receive an F.

## **FN**

An FN is awarded if you have never attended your course or done any of the work in an online course.

### **Late Work Policy & Make-up Procedures for Missed Assignments and Work:**

Assignments must be turned in by the last week of classes. If turned in in a timely manner students will be allowed to correct the problems and resubmit for a better grade.

### **Attendance Policy**

The College is not an attendance taking institution as defined by 34 CFR 668.22(b)(1) in the Code of Federal Regulations; however, students are expected to attend all scheduled classes and laboratories.

- Absences in a course may affect a student’s final grade.
- Tardiness may also affect a student’s final grade.
- Students are responsible for all work/tests that occur during any missed class session(s) regardless of reason(s) for absence.
- Students who are sick or not well enough to attend class must notify the instructor as soon as possible before the scheduled class time, unless incapacitated or unable to do so. In that case, students must contact the instructor as soon as reasonably possible.
- If a student has an unavoidable conflict with a scheduled class session, students must notify the instructor, preferably before the class session, or as soon as possible.

For purposes of financial aid continued attendance is determined via engagement in the course. This can be accomplished in several ways including, but not limited to, continued attendance and/or participation in on-ground class sessions, participating in D2L as prompted (e.g., responding to an instructor’s email, posting to a discussion board), and/or completing and submitting assignments.)

To the extent that attendance is kept in this class it is not for the purpose of the College but is instead associated with the instructor’s individual grading rubric. The attendance policy for this class is: *(add attendance policy)*.

### **General Policy**

If you have been exposed to COVID-19 or have tested positive, you must email [virusinfo@nscc.edu](mailto:virusinfo@nscc.edu).

- *Absences in a course may affect your final grade.*
- *Tardiness may also affect your final grade.*
- *You are responsible for all work/tests that occur during any missed course session(s) regardless of reason(s) for absence.*

- *If you are not well enough to attend a course session (class), you must notify the instructor as soon as possible before the scheduled course time.*
  - *If you are unable to notify an instructor before the scheduled course time, you must contact the instructor as soon as reasonably possible.*
- *If you have an unavoidable conflict with a scheduled course session, you must notify the instructor before the course session.*
  - *If you are unable to notify an instructor before the scheduled course time, you must contact the instructor as soon as reasonably possible.*

**Instructor’s Policy, The attendance policy for this course is:**

*Students are responsible for attending class and or making up all work. The instructor must be sure that work submitted is the work of the student so all work must be submitted as a drawing file AND a paper print or .pdf file if attending online and not able to submit a paper print.*

**For financial aid** purposes, **attendance** is measured by participation in the course. Instructors can determine your level of participation in several ways. Some of those ways are:

- continued attendance
- participation in on-ground or virtual class sessions
- participating in D2L as prompted
- responding to an instructor’s email
- posting to a discussion board
- completing and submitting assignments

**Technology Statement**

- All classes at the College are web enhanced. “Web enhanced” means that components of the course, such as assignments and online discussions, may be located online in the class D2L/NS Online course shell and used in the course, even if the course meets in a classroom on ground.
- You must have access to a computer and an internet connection to complete assignments, engage in online discussions, and access various course materials through D2L/NS Online course shells.
- You may also be required to use free video conferencing platforms (examples: Zoom, Teams, etc.) for course sessions and meetings.
- You will be responsible for appropriate dress while on video. This means that you are expected to dress as if you were in a classroom.
- You will be responsible for a distraction free environment while on video. This means that the professor and others in the course should not be able to hear noise in your home, such as cell phones, TVs, or barking dogs. The best way to do this is to keep yourself on “mute” until you need to speak.
- You will be responsible for making sure your background is neutral. Keep in mind that students and professors come from all around the world, and you are all a part of our community. Therefore, please avoid having images in your background that may be offensive to your classmates.
- Certain publisher materials, such as textbook figures, may not work on cellphones and may require a laptop or a tablet.
- If you have questions or concerns regarding access to a computer or internet resources, please contact your instructor. Additional information is available on this website:

<https://www.nsc.edu/current-students/student-online-resources/access-to-internet-and-technology>.

## **Computer Labs**

Computers are available for all Nashville State students to use at each campus during open hours. Open computer lab availability may vary from campus to campus.

You should check the NSCC website for current hours of operation.

## **D2L/NS Online and myNSCC**

It is your responsibility to check your email in **both** D2L/NS Online course shells and your @my.nsc.edu (student email) on a regular basis. These are the official communication channels between the college and you. You are responsible for the information communicated through these email channels. D2L/NS Online emails contain specific course information and @my.nsc.edu emails contain important information from college offices, such as Financial Aid.

## **ADA Compliance Statement**

If you need accommodations due to a disability, please do not hesitate to reach out to our Access Center. Disabilities for which you can receive accommodations include documented physical, emotional, and/or learning conditions. Nashville State is committed to supporting your success, and we encourage you to get assistance if needed. If you require accommodations for any courses in which you are enrolled, contact the Access Center at 615.353.3741 or 615.353.3721, or e-mail [accesscenter@nsc.edu](mailto:accesscenter@nsc.edu).

## **Classroom Misconduct**

Disruptive conduct is not allowed in the classroom. Disruptive conduct is any behavior that prevents students from learning and interferes with the ability of the instructor to teach. This may change from course to course; therefore, your individual instructors will give you guidance on what qualifies as “disruptive conduct” in their courses. Please review the [Nashville State Student Code of Conduct policy](#). Please be aware that children are not allowed in class or to be left unattended on campus.

## **Academic Misconduct**

You have started this academic journey to prepare for a future career. Because of this, it is important that you learn the materials being presented in your courses. For this reason, cheating, in any form, robs you of your opportunity to learn and master the material that will enable you to succeed in that future career. Nashville State has a clear [Academic Misconduct Policy](#) that you are expected to follow. In addition, your instructors will clarify what Academic Misconduct looks like and the consequences for violations in each course that you take. The instructor has the authority to assign an “F” or a “zero” for such violations or for the semester grade.

## **Academic Early Alert System**

If you are not doing well in your course, your instructor may send you an Early Alert through your @my.nsc.edu email. This email will go to your academic advisor and Student Success advisor, as well. If you get an Early Alert, contact your instructor immediately. Instructors send these when they want to help you figure out how to get extra support to pass the course. An Early Alert does not mean that you have already failed the course. Rather, it means you are in danger of failing the course if you do not change your learning strategy. Please use an Early Alert to your advantage and as an opportunity to improve your grade.

## **RAVE Emergency Alert System**

You can log in to this free alert system to receive text messages about emergencies related to NSCC campuses: <https://www.getrave.com/login/nscc>. The instructions for this are listed below.

- Your RAVE Username is your NSCC email address.
- If you've never received an email from RAVE with your password, or if you need to reset your password, select "Forgot your password?" and a new password will be emailed to you.
- Should the RAVE system indicate "user not found", select Register and create your own RAVE account.

## **Student Wellness**

Your well-being is important to us. With this in mind, the college has several resources available to provide support when needed:

- Free tutoring: <https://www.nsc.edu/current-students/on-campus-resources/learning-center-and-tutoring>
- NSCC email, scheduling, online courses, textbooks, tech check out and support, computer labs on campuses, academic advising, financial advising, COVID-19 information and procedures on campuses: <https://www.nsc.edu/current-students/student-online-resources>
- Services that help with bus passes, food, childcare, textbooks, housing, financial counseling, personal counseling, suicide prevention, health insurance: <https://www.nsc.edu/current-students/on-campus-resources/student-support-services>

## **Equity Statement**

We are taking steps to become more aware of the many different needs of students. Faculty, staff and administrators are committed to helping students find ways to meet their needs so that ALL students can reach their goals. Please ask for things you need.

## **Inclement Weather & Campus Closings**

You get notices about campus closings in these places: text messages from RAVE and [www.nsc.edu](http://www.nsc.edu).

Even when campuses are closed, you are still responsible for completing all assigned work. Check D2L/NS Online for a message from your instructor so you do not miss important assignments and due dates, which may change due to the campus closure.

## **Class Cancellation Policy**

Our instructors post messages about cancelling classes in the D2L/NS Online course shells and/or on the classroom door on campus. These messages can be found in the News and Content section or the Email tab in the online shell. Please check these to be sure that you take advantage of opportunities for learning and points toward your grade.