NEW RIVER COMMUNITY COLLEGE
DUBLIN, VIRGINIA

COURSE PLAN

Course Number and Title: CAD 120 – Intro in Graphic Representation

Prepared By: CAD Faculty Member ___________________________ Fall, 2014
(Instructors) (Date)

Approved By: ___________________________________________ Fall, 2014
(Dean) (Date)

I. Course Description

(3 credits) DRF 120 introduces the basic drawing skills to the student via several mediums:
1. Pencil 2. colored pencil, 3. Charcoal(possibly) 4. computer. 5. Other mediums 6. Corel
   Draw X3. 8. Adobe Photo Shop Lecture 2 hour. Laboratory 2 hours. Total 4
   hours per week.

II. Introduction

Students will learn the basic graphic concepts in their own specialization:
   1. Technical Illustrations and Engineering Sketches
   2. Architectural sketches and rendering
   3. Game Landscapes, Environments, and Character Development

III. Student Learning Outcomes

Upon successful completion of this course, the student will be able to perform graphic tasks
that encompass the following skill sets.

Fundamental Hand Design and Graphic Skills

- Drawing Skills:
  a. Holding, Balancing and Using the pencil and other medium
  b. Pencil Strokes and Shading Techniques
  c. Perspective
  d. Composition
• Drawing what you see:
  e. Scale
  f. Proportion
  g. Dimension
  h. Light
  i. Shading/Shadows
  j. Texture
  k. Reference
  l. Drawing from Real Life
  m. Drawing from Photographs
  n. Creating perspectives (both 1 point and 2 point)
  o. Thumbnail sketching

IV. Instructional Methods

• Lecture
• Chapter Outlines(by Students)
• In Class Exercises
• Video Tutorials
• Online Video/Youtube Tutorials/Instruction
• Project Based Instruction

*Applying the previously mentioned skill sets towards your degree discipline*

Architecture
Mechanical Design
Game Technology and Animation

Software Packages introduced / covered during the semester

• Adobe Photoshop
• Google SketchUp
• Autodesk Showcase
• Adobe Premier
• Corel Draw – X3

Learning the basics of Photoshop

• Using a mouse and WACOM Tablet:
• Working with pen tips
• Working with brush types and sizes
• Layering
• Text and Text Effects
- Level Adjustments
- Editing Pictures
- Creating Textures
- Creating Drop Shadows
- Shortcuts

- Assignments will be distributed individually per discipline.

V. Instructional Materials

TEXT BOOKS

[Images of textbooks]

Drawing Supplies  (Graphics kit available in Book Store)

- Mech. Pencils - .3mm, .5mm, .7mm (HB Lead)
- Black pigment liners(4) .01 - .7
- Lumagraph or comparable (12 pencils min) range from 6B – 4H
- Colored Pencil Set (PrismaColor, Sanford or other comparable quality)
- White Eraser
- Gum Eraser
- Pigment Liners  (Black Pen set by STAEDTLER or comparable) .1mm, .3mm, .5mm, .7mm
- Stainless Steel Ruler with cork back: 12 or 18”
- Large Circle Template
- Large Isometric Ellipse Template
- Dry Cleaning Pad
- Mini Dusting Brush
- Drafting Dots (500) or a role of Drafting Tape
- Drawing Companion Set – Burnishers/Blending sticks
- (2) 50 Sheet Drawing Tablets 9 x 12 or bigger
● Carry Bag for art equip.
● Self-healing cutting board (12x18)

1. **Materials and equipment to be used by instructor:** video types/DVD’s, overhead slides, PowerPoint presentations, CD’s, marker boards, on-line tutorials, Blackboard e-learning software, computer and a variety of other multimedia devices.

2. **Materials and equipment to be provided by the student:**
   - Minimum: USB Thumb Drive 8GB
   - Preferred: Portable USB Hard Drive – 300GB minimum

VI. **Course Content**

See Section III Learning Outcomes

VII. **Evaluation**

The numeral range for grades will be:

- A = 91 – 100…………………..Course and Workbook Assignments - 40%
- B = 81 – 90………………….. Quizzes and Tests - 25%
- C = 71 – 80…………………….. Final Exam/Project - 35%
- D = 61 – 70
- F = 60 or below

VIII. **Attendance**

Regular attendance at classes is required. When absence from a class becomes necessary, it is the responsibility of the student to inform the instructor prior to the absence whenever possible. The student is responsible for the subsequent completion of all study missed during an absence. Any instruction missed and not subsequently completed will necessarily affect the grade of the student regardless of the reason for the absence.

IX. **Cheating Policy**
Students in the CAD/Architecture & Game Technology program will be held to the highest and strictest level of ethical educational conduct. Suspicion of Cheating &/or Plagiarism will result in an Incomplete “I” grade for that project, test or homework assignment. Upon review if it is determined that the student was in violation of the schools cheating policy, he or she will receive the Grade of “F” which will be calculated as a ZERO “0” averaged in with other grades for the project automatically, may receive an “F” for the course and will have to repeat the course in order to graduate. If the severity of the offense is enough as to warrant it, the student may be kicked out of the CAD program all together.

Cheating / Plagiarism may be defined as but not limited to the following for this curriculum.
- Turning in anything you did not do 100% yourself if it is an “individual” non-team project.
- Copying ANY part of someone else’s work
- Making the effort to copy or steal someone else’s work
- Taking someone else’s CAD electronic file and manipulating it to give the appearance that it is your own work.

X. **Withdrawal Policy**

**Student Initiated Withdrawal Policy**

A student may drop or withdraw from a class without academic penalty during the first 60 percent of a session. For purposes of enrollment reporting, the following procedures apply:

a. If a student withdraws from a class prior to the termination of the add/drop period for the session, the student will be removed from the class roll and no grade will be awarded.

b. After the add/drop period, but prior to completion of 60 percent of a session, a student who withdraws from a class will be assigned a grade of “W.” A grade of “W” implies that the student was making satisfactory progress in the class at the time of withdrawal, that the withdrawal was officially made before the deadline published in the college calendar, or that the student was administratively transferred to a different program.

c. After that time, if a student withdraws from a class, a grade of “F” or “U” will be assigned. Exceptions to this policy may be made under documented mitigating circumstances if the student was passing the course at the last date of attendance.

A retroactive grade of “W” may be awarded only if the student would have been eligible under the previously stated policy to receive a “W” on the last date of class attendance. The last date of attendance for a distance education course will be the last date that work was submitted.
Late withdrawal appeals will be reviewed and a decision made by the Director of Student Services.

**No-Show Policy**

A student must either attend face-to-face courses or demonstrate participation in distance learning courses by the last date to drop for a refund. A student who does not meet this deadline will be reported to the Admissions and Records Office and will be withdrawn as a no-show student. No refund will be applicable, and the student will not be allowed to attend/participate in the class or submit assignments. Failure to attend or participate in a course will adversely impact a student’s financial aid award.

**Instructor Initiated Withdrawal**

A student who adds a class or registers after the first day of class is counted absent from all class meetings missed. Each instructor is responsible for keeping a record of student attendance (face-to-face classes) or performance/participation (DE classes) in each class throughout the semester.

When a student’s absences equal twice the number of weekly meetings of a class (equivalent amount of time for summer session), the student may be dropped for unsatisfactory attendance in the class by the instructor.

Since attendance is not a valid measurement for Distance Education (DE) courses, a student may be withdrawn due to non-performance. A student should refer to his/her DE course plan for the instructor’s policy.

In accordance with the No-Show Policy, a student who has not attended class or requested/accessed distance learning materials by the last day to drop the class and receive a refund must be withdrawn by the instructor during the following week. No refund will be applicable.

When an instructor withdraws a student for unsatisfactory attendance (face-to-face class) or non-performance (DE class), the last date of attendance/participation will be documented. Withdrawal must be completed within five days of a student’s meeting the withdrawal criteria. A grade of “W” will be recorded during the first sixty percent (60%) period of a course. A student withdrawn after the sixty percent (60%) period will receive a grade of “F” or “U” except under documented mitigating circumstances when a letter of appeal has been submitted by the student. A copy of this documentation must be placed in the student’s academic file.

The student will be notified of the withdrawal by the Admissions and Records Office. An appeal of reinstatement into the class may be approved only by the instructor.

**XI. Disability and Diversity Statements**
If you are a student with a documented disability who will require accommodation in this course, please register with the Disability Services Office located in the Counseling Center for assistance in developing a plan to address your academic needs.

The NRCC community values the pluralistic nature of our society. We recognize diversity including, but not limited to, race ethnicity, religion, culture, social class, age, gender, sexual orientation and physical or mental capability. We respect the variety of ideas, experiences and practices that such diversity entails. It is our commitment to ensure equal opportunity and to sustain a climate of civility for all who work or study at NRCC or who otherwise participate in the life of the college.