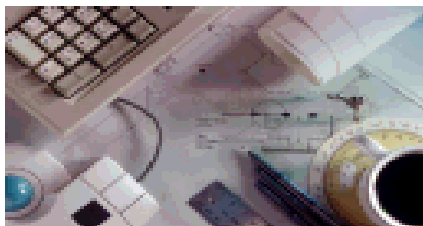


Introduction to AutoCAD



College of Electrical Training (CET)

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Connect Your Mind

17/08/2010

Course Overview

This exciting course is designed for small business operators with no previous experience using AutoCAD.

Participants are introduced to basic CAD principles and drafting procedures using AutoCAD software. Students are taken through the program step by step to ensure the basic functions of the program are thoroughly grasped.

Course Content

- ✓ Starting the AutoCAD and the AutoCAD screen
- ✓ Invoking commands
- ✓ Using menus
- ✓ Using dialog boxes
- ✓ Creating or opening a drawing
- ✓ Prototype drawings
- ✓ Units and scaling
- ✓ Basic AutoCAD Drawing Elements
- ✓ Editing drawing elements
- ✓ Creating a basic electrical schematic drawing
- ✓ Printing drawings

Course Requirements

- ✓ Basic keyboard skills
- ✓ Ability to use a mouse
- ✓ Familiarity with Windows application
- ✓ A background in the electrical industry (not essential)

Course Duration

Full Time 2 days (8:00 am - 4:30pm)

or

After Hours 5 evenings (6:00pm - 9:00pm)

Learning Objectives

At the completion of this course the student will be able to:

- ✓ Understand and interpret the common commands within the AutoCAD software program
- ✓ Produce a drawing of a small electrical schematic design to industry standards

Course Delivery

This course is hands-on with all equipment provided. It is a self-paced program with allowances made for even the basic computer operator. An experienced software instructor delivers the program in the College's modern 'state of the art' computer training facilities.

Skills Recognition

Our skills recognition process benefits students, who have achieved prior training skills or knowledge and applies to Skills Recognition, Recognition of Prior Learning (RPL), Credit Transfer, Advanced Study or Exemption.

If you believe you are entitled to any of the abovementioned we encourage you to fill out the Application Form for Skills Recognition, which is available from our administration team. Your application will be assessed on an individual basis.

HOW TO ENROL

Complete the attached course registration form and return the document to the College of Electrical Training together with your payment of course fees.

This course is only run on demand so therefore it will be subject to numbers. Please complete and return the registration form to register your interest, once we have enough people interested in the course we will schedule a date.

COURSE FEES

Subsidised course fees may be available to persons currently working in the building and construction industry or unemployed persons who have worked in that trade in the previous 6 months.

The fee subsidy does not apply to persons working in the security and mining industries and Government employees.

Please refer to the course registration form for current subsidised and non-subsidised course fees.

To be eligible for subsidised course fees students must sign the 'Fee Subsidy Declaration' on the course registration form and Work History Form.

CANCELLATION POLICY

8 days or more prior to course commencement 100% fee refund

2 to 7 days prior to course commencement 90% fee refund

1 day or less prior to course commencement Nil fee refund

Should you have any queries please do not hesitate to contact:

Balcatta Campus
Taya Marshall

Phone: (08) 9240 7700 Email: admin4@cet.asn.au

Jandakot Campus
Jessica Kalmund

Phone: (08) 9417 8166 Email: admin14@cet.asn.au

Registration Form

Introduction to AutoCAD

Balcatta Campus Jandakot Campus

How did you find out about the CET? _____

Surname _____

First Name _____

Date of Birth ____/____/____

Private Address _____

Suburb _____ Postcode _____

Telephone _____

Mobile _____

E-mail _____

Facsimile _____

Course Date _____

Company _____

Company Address _____

Company Ph No. _____

Course Fees

Please find enclosed my cheque / money order / credit card authority / company purchase order payable to the CET for (please tick):

- Non Subsidised Fee \$420.00
 Subsidised Fee \$84.00

Work History Form MUST be filled out and submitted if paying the Subsidised Fee

Paid by (if other than student, please provide name and address details) _____

In order to guarantee your booking for any course your payment and registration must be completed. Under no circumstances will registration without payment entitle you to a position.

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FEE SUBSIDY DECLARATION

I _____ (full name)

(please tick)

- Am currently working in the building & construction industry
 Am currently unemployed and have worked in the building & construction industry in the past 6 months

Please note: If the CTF declines this subsidy application you will be required to pay the full (non subsidised) fee immediately.

Name of Employer _____

(required to claim the fee subsidy)

(Signature)

(Date)

NOTE: The CTF subsidy reduces the student fee by up to 80%.



The Supplementary Skills Program is subsidised by the Construction Training Fund Board and we would like to acknowledge the Board's continued support of skills development in the building and construction industry.

The College of Electrical Training (CET) is the major private training provider for the Western Australian electrical and telecommunications industries.

Excellence in customer service is our priority and you will find that in comparison with other colleges the CET is outstanding. We offer modern 'state of the art' facilities and quality training by industry for industry.

Please detach and forward with your payment to:
See address details on front page

