

I. GENERAL DRAFTING ORIENTATION
a. identify & use drafting tools
b. apply mathematics & interpret scale
c. draw single view drawing, var. types
d. define the printer process
e. operate the diazo printer
f. define standard print sizes
g. apply filing data: titleblock,etc.
h. fill out safety check list
II. TECHNICAL DRAFTING
a. draw using geo.construction
b. draw using multi-view
c. draw using proper dim's & notation
d. draw using sectional views
e. draw using auxiliary views
g. draw using descriptive geometry
h. draw patterns & developments
i. apply geo.dimensions & tolerance
j. draw using fasteners
k. draw an assembly & detail
III. ARCHITECTURAL
a. use scale
b. study codes & interior design
c. apply room sizing
d. apply exterior factors
e. use floor plan symbols
f. generate floor plan dimensions
g. compose a floor plan
h. select foundation system
i. compose a foundation plan
j. design loading
k. compute joist/rafters
l. design floor system
m. compute beam design
n. understanding framing
o. understand structural components
p. understand sectioning basics
q. draw a section plan
r. understand elevations
s. draw an elevation layout
t. draw a stair detail
u. draw a fireplace detail

IV. CIVIL TECHNOLOGY
a. use scale
b. plot a Metes and Bounds
c. convert distance
d. compute deflection angles
e. compute interior angles
f. draw a contour map
g. draw a vicinity map
h. compute field notes
i. convert field notes
j. draw a site plan
V. JOB SEEKING
a. write a job resume'
b. fill out job application
c. experience an interview
VI. COMPUTER AIDED DRAFTING (C.A.D.)
a. identify the tools (equipment) used in C.A.D.
b. use the main menu selections to start a drawing
c. set up the LIMITS and UNITS
d. set up the drawing aids LIMITS,UNITS,GRID,SNAP,AXIS
e. use the LINE command
f. identify how to save a drawing
g. explain the difference between SAVE,END,QUIT
h. use the absolute,relative,polar coordinate systems
i. draw using the TRACE command
j. use PLINE command
k. make revisions using the ERASE command
l. observe the FILL ON-OFF,REDRAW command
m. use DRAGMODE command
n. draw with the CIRCLE command
o. draw with the ARC command
p. use the ELLIPSE command
q. use the

OSNAP,OFFSET,DIVIDE,MEASURE command
r. use the ZOOM command
s. use TEXT,DTEXT,QTEXT,STYLE command
t. use MOVE,COPY,FILLET command
u. use ROTATE,SCALE,BREAK,TRIM command
v. use ARRAY command
w. use AREA,LIST,STATUS command
x. use LINETYPE,COLOR,LAYER command
y. use DIM command
z. use HATCH,SOLID command
aa. use PLOT,PRPLOT command
ab. setup a LAYOUT
ac. Use ANNOTITION SCALE