

Student Name _____

High School or Vocational Center _____

COMPETENCY RECORD FOR ARTICULATION

Baker College

Please check below each skill the student has mastered with a minimum of 80 percent accuracy or with an A or B grade.

IND131 INTRODUCTION TO CAD

Task	Satisfactory	Unsatisfactory
Identify CAD hardware from a picture of a typical workstation and describe its function.		
Apply proper operational procedures to start and end a drawing session using a CAD workstation.		
Operate a mouse and keyboard to input information into a computer to create a drawing.		
Apply basic Windows commands to copy, rename, list and delete files on a USB Memory stick.		
Show how to establish UNIT, GRID, SNAP and LIMIT values of a drawing to satisfy drawing standards.		
Operate and manipulate Drawing Standards (ORTHO, SNAP and GRID modes) during a drawing session.		
Create and manipulate Layer Properties in order to separate different drawing details and reduce complexity of a drawing.		
Use Absolute, Relative and Polar Coordinate Systems to draw a given plan and satisfy the drawing parameters involved.		
Use Draw Commands to enter information into a drawing.		
Use View Display Commands to redraw, regenerate and alter the drawing display.		
Select object sets using Editing Commands for drawing modifications.		
Use Modify Commands to edit existing drawings.		
Use Object SNAP Commands in CAD drawings and modification work.		
Use PLINE Commands to draw and edit various thicknesses of drawing line work.		
Required Elements		
Analyze and examine workstation and functions and refer to		

Task	Satisfactory	Unsatisfactory
the graphic representations in textbook.		
Create drawing files and compile layers in these drawing files. Research changing and developing all options the various layers created.		
Research and examine the CAD workstation and establish a drawing file template that will be saved and developed.		
Create drawing files to a USB Memory stick and analyze and explore applying standard Windows Operating System commands.		
Specify and research View Display Commands while creating drawing files. Examine the various views as they relate to the selection of AutoCAD commands.		
Select drawing files and analyze the use of the AutoCAD Modify and Edit Commands. Research archiving process and compile a folder of these drawing files.		
Research the AutoCAD Draw and Object Snap Commands while compiling a folder of drawing files. Examine various AutoCAD commands that allow changing, manipulating and expanding the compiled drawings.		
Analyze PLINE Commands, develop drawing files and examine the various line thickness and options for line work.		
Research and develop drawings while establishing settings (UNIT, GRID, SNAP, and LIMIT) and analyze the various coordinate systems (POLAR, ABSOLUTE, and RELATIVE) while using the various settings.		
Analyze and develop drawing files while specifying and changing AutoCAD ORTHO, SNAP, and GRID modes.		

Teacher signature _____ Date _____