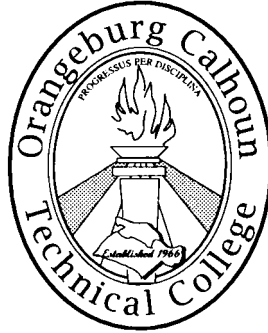


COMPUTER TECHNOLOGY

Electives in CAD I

COMPETENCY PROFILE



ORANGEBURG-

COLLEGE

CALHOUN TECHNICAL

3250 ST. MATTHEWS ROAD, NE

ORANGEBURG, SOUTH CAROLINA 29118

(803) 536-0311

www.octech.edu

9-15-05

Electives in CAD I
COMPETENCY PROFILE

A. GENERATE DRAWINGS	A-1 LEARN PRINCIPLES OF DRAWING	A-2 LEARN AND APPLY SCALE	A-3 PLAN LAY-OUTS FOR DRAWINGS	A-4 LEARN AND USE MANUAL DRAWING INSTRUMENTS	A-5 LEARN AND USE CAD DRAWING SOFTWARE
	A-6 PRODUCE 2-D DRAWING FOR REVIEW	A-7 SUBMIT FINAL DRAWING			
B. PERFORM MATHEMATICAL CALCULATIONS	B-1 LEARN CALCULATOR FUNCTIONS	B-2 PERFORM CALCULATIONS FOR SCALE CONVERSION	B-3 USE FRACTIONS AND DECIMALS IN CALCULATING	B-4 CONVERT BETWEEN ENGLISH AND METRIC SYSTEMS	
C. LEARN BASIC COMPUTER COMPONENTS AND APPLICATIONS	C-1 LEARN A BASIC KNOWLEDGE OF COMPUTER HARDWARE	C-2 LEARN BASIC WINDOWS OPERATIONS	C-3 KNOW COMPUTER TERMS AND ACRONYMS <i>e.g. file extensions</i>	C-4 PERFORM WORD PROCESSING, DATA BASE , AND SPREADSHEET FUNCTIONS	C-5 KNOW HOW TO ACCESS NETWORK RESOURCES (Local – Wide Area)
	C-6 UNDERSTAND FILE MANAGEMENT	C-7 TRANSPORT DATA TO USERS (email, etc.)	C-8 USE A SCANNER FOR IMPORT	C-9 LEARN TO USE COLLEGE ONLINE RESOURCES	
D. DESIGN TO MANUFACTURING SPECIFICATIONS	D-1 ACQUIRE KNOWLEDGE OF BASIC MATERIAL AND MANUFACTURING PROCESSES	D-2 ACQUIRE KNOWLEDGE OF C.A.M. CONCEPT	D-3 APPLY BASIC GEOMETRIC TOLERANCE & DIMENSIONING PRINCIPLES	D-4 APPLY QUALITY CONTROL CONCEPTS <i>e.g. using measuring instruments</i>	
E MAINTAIN RECORDS	E-1 ORGANIZE WORK AND WORK STATION	E-2 SET UP AND ORGANIZE RECORD FILES	E-3 DEMONSTRATE FAMILIARITY WITH BASIC REVISION PROCEDURES/FORMATS	E-4 REVISE EXISTING DRAWINGS	E-5 DOCUMENT PROJECT ACTIVITY AND SCHEDULE
	E-6 DOCUMENT RESOURCES				

F. DEMONSTRATE PROFESSIONAL BEHAVIOR	F-1 ARRIVE ON TIME	F-2 ADHERE TO COMPANY POLICIES & PROCEDURES	F-3 DEMONSTRATE PRODUCTIVITY (Manage Time, Set Priorities)	F-4 COOPERATE WITH OTHERS (Play well together)	F-5 BE A TEAM PLAYER
	F-6 DEMONSTRATE APPROPRIATE INTERPERSONAL SKILLS	F-7 PROMOTE GOOD CORPORATE IMAGE	F-8 DRESS APPROPRIATELY	F-9 DEVELOP JOB INTERVIEW SKILLS	F-10 DEVELOP AN AWARENESS OF COST EFFECTIVENESS
	F-11 DEVELOP TIME MANAGEMENT SKILLS	F-12 USE STRESS MANAGEMENT	F-13 DEMONSTRATE SELF-RESPONSIBILITY	F-14 DEMONSTRATE LOYALTY TO ORGANIZATION	F-15 PARTICIPATE IN CONTINUING EDUCATION PROGRAMS TO UPGRADE PROFESSIONAL COMPETENCE
	F 16 FOLLOW SAFETY PROCEDURES AS APPLICABLE	F 17 BE ADAPTABLE	F 18 TAKE INITIATIVE	F-19 BE RECEPTIVE TO INSTRUCTIONS FROM ANYONE	

THIS DACUM WAS CONDUCTED ON September 14 & 15, 2005, AT ORANGEBURG-CALHOUN TECHNICAL COLLEGE

FACILITATOR: JENNIE REDMOND

FOR MORE INFORMATION CONTACT

RECORDER: CONNIE HOFFMAN

RON WILSON, PROGRAM DIRECTOR/COORDINATOR

(803) 535-1296

DACUM PANEL

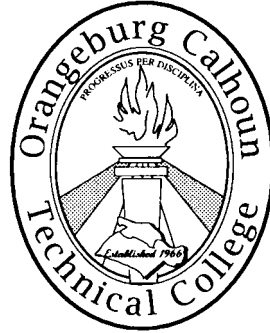
Lee Abbott
Cade Woods
Louise Sparks
Eric Ham

Nucor Building Systems, Swansea, SC
Department of Public Utilities, Orangeburg, SC
Augusta Fiberglass, Blackville, SC
Orangeburg-Calhoun Technical College, Orangeburg, SC

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A. GENERATE ADVANCED DRAWINGS	A-1 LEARN ADVANCED PRINCIPLES OF DRAWING	A-2 LEARN AND APPLY DIMENSIONING AND TOLERANCES	A-3 PLAN LAY-OUTS FOR DRAWINGS	A-4 LEARN TO INTERPRET ESTABLISHED INDUSTRY DRAWINGS AND SYMBOLOGY	A-5 LEARN AND USE CAD DRAWING INSTRUMENTS
	A-6 PRODUCE ADVANCED 2-D AND 3-D DRAWINGS FOR REVIEW	A-7 SUBMIT FINAL DRAWINGS			
B. PERFORM MATHEMATICAL CALCULATIONS	B-1 LEARN CALCULATOR FUNCTIONS	B-2 PERFORM CALCULATIONS FOR SCALE CONVERSION	B-3 USE FRACTIONS AND DECIMALS IN CALCULATING	B-4 CONVERT BETWEEN ENGLISH AND METRIC SYSTEMS	
C. LEARN BASIC COMPUTER COMPONENTS AND APPLICATIONS	C-1 DEMONSTRATE A BASIC KNOWLEDGE OF COMPUTER HARDWARE	C-2 KNOW COMPUTER TERMS AND ACRONYMS <i>e.g. field extensions</i>	C-3 DEMONSTRATE BASIC KNOWLEDGE OF WINDOWS OPERATIONS	C-4 PERFORM ADVANCED PROCESSING, DATA BASE , AND SPREADSHEET FUNCTIONS	C-5 PERFORM NETWORK OPERATIONS (Local – Wide Area)
	C-6 UNDERSTAND FILE MANAGEMENT	C-7 TRANSPORT DATA TO USERS (email, etc.)	C-8 LEARN INTERFACING WITH OTHER CAD SOFTWARE PROGRAMS <i>e.g. Adobe, ESRI, etc</i>		
D. DEVELOP ORAL/WITTEN COMMUNICATIONS	D-1 PLAN & COORDINATE WORK	D-2 WRITE LETTERS AND MEMOS FOR TRANSMITTAL	D-3 PREPARE WRITTEN REQUEST FOR INFORMATION	D-4 WRITE TECHNICAL INSTRUCTIONS, EXPLANATIONS AND/OR SPECIFICATIONS	D-5 EXPLAIN WORK IN LAYMAN’S TERMS
	D-6 MAKE ORAL PRESENTATIONS	D-7 GIVE AND RECEIVE FEEDBACK	D-9 DEVELOP LISTENING SKILLS FOR COMPREHENSION		

E. PRODUCE RESEARCH PROJECTS	E-1 CLEARLY DEFINE PROJECT (GOAL) SCOPE OF WORK	E-2 INVESTIGATE IN-HOUSE DATA & RESOURCES	E-3 OBTAIN INFORMATION FROM OTHERS	E-4 PERFORM FIELD WORK <i>(Includes site investigation & surveying)</i>	E-5 TRANSLATE FIELD DATA TO DRAWINGS <i>(Work Site Investigation & Surveying Data)</i>
	E-6 USE STANDARD REFERENCE MATERIALS	E-7 EVALUATE ALTERNATIVE APPROACHES	E-8 REPORT INFORMATION AS APPROPRIATE	E-9 PRODUCE COMPLETE DESIGN PACKAGE	E-10 PREPARE WRITTEN/ORAL PRESENTATION
F. MAINTAIN RECORDS	F-1 ORGANIZE WORK AND WORK STATION	F-2 SET UP AND ORGANIZE RECORD FILES	F-3 DEMONSTRATE FAMILIARITY WITH BASIC REVISION PROCEDURES/FORMATS	F-4 REVISE EXISTING DRAWINGS	F-5 DOCUMENT PROJECT ACTIVITY AND SCHEDULE
	F-6 DOCUMENT RESOURCES				
G. DEMONSTRATE PROFESSIONAL BEHAVIOR	G1 ARRIVE ON TIME	G 2 ACCEPT COMPANY POLICIES & PROCEDURES	G-3 DEMONSTRATE PRODUCTIVITY <i>(Manage Time, Set Priorities)</i>	G-4 COOPERATE WITH OTHERS <i>(Play well together)</i>	G-5 BE A TEAM PLAYER
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