

NAME: _____

I.D.# _____

2011-12
CAD DRAFTER
Certificate

This program is designed to prepare students for employment as entry-level CAD Drafters. Students will learn the skills and knowledge necessary to produce drawings, diagrams, charts, etc., using the AUTO-CAD software. Hands-on experiences will include CAD system operation, drawing set-up, original drawings, copy and modification of existing drawings and plotting.

PROGRAM REQUIREMENTS (13 credits)

- _____ CADMD 141 3 cr Technical Drafting I
- _____ CADMD 243 3 cr Introduction to AutoCAD (*Prereq. CADMD 141*)
- _____ CADMD 244 3 cr Intermediate AutoCAD (*Prereq. CADMD 243*)
- _____ TECH 109 4 cr Technical Mathematics I (*Prereq. High school Algebra with C or better*)
- _____ Attained a minimum grade point average of 2.0 in the courses identified in this certificate program.

Current cumulative GPA: _____

- _____ Completed a minimum of one-half of the credit hours required as a student at PSC.
- _____ Filed a **Graduation Petition Form** with the Office of Enrollment Services.

Deadline for filing: October 1 for Winter, March 1 for Spring, July 1 for Summer. (*December, May & August candidates may choose to participate in the annual May Commencement Ceremony. Deadline to apply for ceremony is March 1st.*)

Credits	Credits	Credits	Credits
Required: 13	Completed: _____	In Progress: _____	Needed: _____

Student Advised By: _____ **Date:** _____

SIGNATURE: Counselor or Advisor or Faculty Advisor

This is an UNOFFICIAL evaluation. Official Evaluations must be requested in the Office of Enrollment Services.

IMPORTANT PSC GRADUATION POLICIES

1. If the degree or certificate requirements are changed during your continuous attendance, you may elect to satisfy either the new requirements or the ones in force when you enrolled.
2. If you withdraw from Prairie State College for either a fall or spring semester, you must satisfy requirements in force at the time you re-enroll.
3. **Requests for COURSE SUBSTITUTIONS** in the program must be directed to the Program Coordinator. A Course Substitution Form must be signed by the Program Coordinator and submitted to the Office of Enrollment Services at least one semester prior to graduation.
4. Petitions for alteration of other graduation requirements must be submitted on a Student Appeal Form at least one semester prior to graduation.

DIVISION OF CAREER & TECHNICAL EDUCATION:

Program Coord:	Dale Ballard	Room 2188	(708) 709-3769	dballard@prairiestate.edu
	CAD Lab	Room 2166	(708) 709-3610	
Dept. Chair:	Tom Michalak	Room T-145	(708) 709-7807	tmichalak@prairiestate.edu
Division Dean:	Marie Hansel	Room 2241	(708) 709-3648	mhansel@prairiestate.edu

CAREER PLANNING/PLACEMENT INFORMATION:

Occupational Outlook Handbook, U.S. Department of Labor: <http://www.bls.gov/oco/home.htm>

Employment opportunities: www.collegecentral.com/prairiestate