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Workforce Development Re-training Program

Drafting and Design Technology

As a full service computer training center, **ACB Solutions** understands how important it is to receive specialized training in a career field. Our goal is to provide the education and environment needed for individuals to acquire that specialized training and the skills needed for them to embark in a successful and fulfilling career. To that end, ACB Solutions offers a variety of career tracks through our Workforce Development Re-training Program.

Our **Drafting and Design Technology** program is designed to assist students in learning the tools needed to attain a position as an AutoCAD or Revit drafter. As the AutoCAD Value Added Reseller for the state of Alaska, ACB Solutions works with engineers, architects and drafters every day. By building our program around what is required to operate in a production environment, ACB Solutions prepares our graduates to have the best possible opportunity to find employment in this career field.

Our program is broken down into 4 major categories:

- **Basic Computer Knowledge**
- **AutoCAD Fundamentals Classes**
- **Revit Fundamentals Classes**
- **AutoCAD & Revit Project Labs**

Each of these phases of training builds upon the prior phase to help establish a base of knowledge and experience. It is important that an AutoCAD drafter have a reasonable typing speed to prepare quality products. Students may be asked to take a typing test at the beginning of the training and will be provided with typing tutorial programs and periodic testing to pursue a target typing speed of 40 words per minute prior to course completion.

Employers not only want drafters that know the products and tools, but also understand how to work in a production environment. ACB Solutions project labs help to provide that understanding by having students' complete projects in a lab setting. These projects build the needed experience to find employment in the job market.

We want our students to succeed in their new career and provide them the environment and education needed to get them on track with a successful and fulfilling career. If you have any questions or require any additional information, please contact our training center manager, **Rob Axtell**, at **267-4216** or raxtell@akcbolutions.com.

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Program Description
 Drafting and Design Technology
 Program Track

The following individual classes make up ACB Solutions program track for AutoCAD Drafter. Individuals may require greater or fewer classes based upon their current skills and abilities.

Technology Basics		
Basic Technology Class in Windows XP or Vista Having a good foundation on how computers work is the best way to start your computer-related training. This one-day class covers the basics of binary code, parts of the computer and basic functioning of a computer. Windows operating systems are the most popular operating system today. The role of the operating systems is to control everything the computer does and organize all applications and data files. Having a good understanding of the Windows operating system is the key to operating your computer.		\$175
Microsoft Outlook & The Internet Email and use of the Internet are critical skills. This class covers the fundamentals of MS Outlook and Internet Explorer.		\$175
Microsoft Word Level 1 and 2 MS Word is the most popular word processing software on the market today. Students learn how to create professional documents in these one-day classes.		\$350
Microsoft Excel Level 1 and 2 MS Excel is the most popular spreadsheet software on the market today. Students learn how to create and manipulate spreadsheets to meet business needs.		\$350
Microsoft Office User Specialist (Associate Test)		\$125
AutoCAD Classes		
AutoCAD Level 1 and Level 2 Class Upon completion of AutoCAD® Level 1 and 2, the student will be able to create a basic 2D drawing using drawing and editing tools, organize drawing objects on layers, add text and basic dimensions, and prepare to plot. Topics include the following: Creating a Simple Drawing Making Your Drawings More Precise Drawing Organization and Information Creating More Complex Objects		\$1650

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Preparing to Print Annotating Your Drawing Productivity Tools Drawing Setup and Utilities Drawing Projects		
AutoCAD Certified Associate Test		\$50
AutoCAD Certified Professional Test		\$75
Revit Level 1 and 2 The objective of the Revit Architecture Fundamentals course is to enable students to create full 3D architectural project models and set them up in working drawings. The class focuses on basic tools that the majority of users will need to work with Revit Architecture. Topics include the following: The Basics of Revit Architecture Making Design Changes Views and Components Modeling Tools 1 Modeling Tools 2 Sheets, Annotation, and Detailing		\$1950
Revit Certified Associate Test		\$50
Revit Certified Professional Test		\$75
AutoCAD Project Labs		
Project I This lab focuses on completing a basic project step by step. Projects range from basic house plans to other basic structures. Students are evaluated based upon their ability to complete the project with accurate final drawings meeting an appropriate quality level.		\$850
Project II This lab focuses on completing a more complex project. Students will be required to use additional features of the AutoCAD program and will work to develop their own project workflow. Students will be evaluated based upon the accuracy of their final drawings and the efficiency of their workflow.		\$850
Project III This lab focuses on completing an advanced project. Knowledge of AutoCAD' and Revit advanced tools and working at an appropriate pace will be required to complete this project on time. The student's ability to ask questions or seek help will be reduced to mirror a true work environment. This		\$1495

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lab is all about performing in a production environment.		
Program Repeat Policy		
After completion of our AutoCAD drafter training program ACB Solutions will help to determine the skill level of each student and evaluate their qualifications. Students who fall short in their ability to perform will have the option to repeat as much of the initial training as needed at no additional charge. ACB Solutions will make the final decision on where each student should start in the retraining.		
Job Placement		
Upon graduation from the drafter program, ACB Solutions will help to promote the students' abilities to our Autodesk customer base and help to facilitate job interviews and job placement.		
Program Total		\$8220.00

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Training Program Information

OCCUPATION OBJECTIVES:

ACB Solutions feels that by placing students in a production role is the best way for student to learn. After completion of each class student will work on projects which we feel will give the student the extra edge needed to gain employment in an engineering firm.

DELIVERY METHOD:

All classes provided at ACB Solutions are held in one of our many classrooms; are hands-on with one student per computer; no more than 12 students in any one class.

TYPE OF CREDENTIAL EARNED BY PROGRAM COMPLETERS:

ACB Solutions program will provide the opportunity for each student to get certified in both AutoCAD and Revit. With these certification and the projects students complete during their 6 month program, each student is given the ability to succeed as a drafter.

ADMISSION REQUIREMENTS SPECIFIC TO THIS PROGRAM:

Students should have at least a basic idea of computers and how they operate. Students should also have knowledge of the construction industry.

TUITION FOR A FULL-TIME STUDENT:

The typical cost of this program is \$8,220.00, not all students will need all planned classes and therefore will not be charged for those not attended.

Limitations and Warranties

ACB Solutions has created this program track to provide the best possible training within a short amount of time and limited budget. Every student's ability and aptitude is different. ACB Solutions makes no guarantee or warranty regarding our training and cannot assure this training track will lead to an internship placement or employment. ACB Solutions provides no refunds for classes or labs that have been taken and all training is provided on a best effort basis.

ACB Solutions reserves the right to cease training for any student at any time and for any reason. Students will be charged for classes as they are taken. No refund or discount will be provided for a class once it has been taken or once confirmed registration has been received.

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