



SHORT COURSES PROGRAMME

SDF Funding

Employers who wish to apply for SDF funding must submit the SDF Form 1 to SDF at least one working day before course start date.

Download the form at www.sdf.gov.sg or request for a copy by calling the SDF Hotline on 68835885.

Registration & Payment

- Walk-in at the Customer Service Centres
- Apply online at www.ite.edu.sg/cet/sc/online.htm
- Post the application form to us

Payment is required for confirmation of place. Crossed cheques should be made payable to 'Institute of Technical Education. At the back of the cheque, please write your name, NRIC/FIN, course title and contact number.

Closing date: 1 month before course start date or when the class is full.

Withdrawal & Deferment

Withdrawal or deferment notice must be made in **writing** :

- 2 weeks or more before course start date - Full refund
- Less than 2 weeks before course start date - 50% refund
- On or after course start date - No refund

In the event that the course is cancelled due to unforeseen circumstances, full refund will be given.

AUTOCAD 2009 (BEGINNER)

Objective

To provide participants with basic knowledge and skills through hands-on using computer-aided software to create two-dimensional engineering drawings with new features in AutoCAD 2009.

Who Should Attend

Students, workers, company administrators, sales or technical professionals (technician, draftsmen, engineers and designers) who may need to draw or edit company engineering drawings. Also for those who wish to pick up the skills of AutoCAD.

Content

- AutoCAD 2009 Overview
- Working with AutoCAD Interface
- Using Coordinate Systems
- Creating and Selecting Objects
- Working with Layers and Object properties
- Editing Objects
- Annotation Enhancements
- Working with Dimensions
- Creating Dynamic Blocks
- Editing and Extracting Block Attributes
- Managing Content with AutoCAD Design Centre
- Reference Manager
- DWF Enhancements
- Plotting with AutoCAD

This course is conducted by the Design Technology Centre, an authorised Autodesk Training Centre. Autodesk Certificate and Certificate of Achievement will be awarded to participants who meet the course requirement. Participants will receive the Autodesk Certificate electronically by email.

Course Details

- Duration : 30 practical hours (10 sessions)
- Total fee : \$510 (inclusive of GST and registration fee)
- Schedule : See our website for details or call us for more information

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