

Occupational Training

AUTOCAD

GNTC offers a wide variety of AutoCAD classes from beginning to advanced. Our classes are appropriate for anyone working in AutoCAD 2000 through AutoCAD 2009. Instructor Doug Elliott has over 30 years of drafting experience, and has taught at both the high school and adult levels. Mr. Elliott is available for the courses listed below, as well as customized courses designed to fit your company's needs. Call 706-295-6958 for more information on these and other AutoCAD courses

AutoCAD Refresher

This AutoCAD refresher course is designed for those individuals and industry users with previous training in earlier AutoCAD versions that wish to learn the latest AutoCAD version updates. AutoCAD 2010 or 2011 versions will be used for the purpose of update training. The instructor will be available to communicate by e-mail, phone, or by an industry on site visit prior to the class to set up special curriculum packages as requested. Topics include using the ribbon, workspace refresher, file management, drawing setup, text, dimensioning, referencing, editing drawings, layers, blocks, object information, viewports, and plotting. Prerequisite: Microsoft Windows experience and an understanding of basic drafting principles.

Floyd Campus

Tue, Oct 11 – Nov 1, 6 – 9pm

\$119

AUTOCAD LEVEL I

Learn the fundamentals of computer aided design and drafting with AutoCAD 2008 or AutoCAD LT 2008. The concepts, commands, and strategies for creating, plotting, and editing 2D drawings are covered. Topics included are terminology, setup, basic drawing commands, drawing aids, the drawing editor and edit commands, display commands, making drawings precise, dimensioning, organization tools such as layering, tool bars, tool pallets, extracting drawing information, layouts, and plotting. The class incorporates hands-on experience with AutoCAD. Students will create, edit, add proper dimensions and add annotations to drawings they construct in class and plot them accurately. Adherence to ASME technical graphics standards will be stressed. Prerequisite: Microsoft windows experience and an understanding of basic drafting principles.

Floyd Campus

Thu, Oct 13 – Nov 3, 6 – 9pm

\$119

AUTOCAD LEVEL II

This course is a logical progression from AutoCAD 2009 Level I. The focus is on techniques and concepts necessary for creating and manipulating project level drawings. Topics addressed will be advanced 2-D drafting and dimensioning techniques, as applied to mechanical drafting. This course also covers 3-D basic commands and operations. Topics include: complex geometric, orthographic and isometric drawings, sectioning, assemblies, paper and model space, extruding 2-D profiles and more, using AutoCAD. Prerequisite: AutoCAD Professional, Level I or equivalent. Class does not meet on November 22nd.

Floyd Campus

Thu, Nov 10 – Dec 8, 6 – 9pm

\$119

VIRTUAL ASSISTANCE – LEVERAGE FOR SMALL BUSINESS

Get more done...in less time...at a fraction of the cost! Are you an entrepreneur or professional who wants to achieve success in your business and/or career? If so, this two-hour course is for you. Participants will take an in-depth look at the Virtual Assistance industry including how and where to locate the best Virtual Assistants in the country. Register today to learn how to leverage your business/career for success and achieve maximum results! Resources include a course manual and one free hour of coaching.

Floyd Campus

Mon, Nov 14, 6 – 8pm

\$38

WHAT IT TAKES TO BECOME A SUCCESSFUL VIRTUAL ASSISTANT

This two-hour course is designed to provide basic information about how to become a Virtual Assistant. In this course, participants learn what skills, education, and experience is required and necessary, including an overview of the top organizations providing professional training and development. If you're thinking about becoming a Virtual Assistant, this course is for you. Resources include a course manual and one free hour of coaching.

Floyd Campus

Thu, Nov 17, 6 – 8pm

\$38