CTESTAR™ Student Task Achievement Record
Engineering/Manufacturing and Industrial Technology

Allen, Leslie J.   **000733411**

Program
Beginning Architectural Drafting

Instructor
Mr. John Smith

School
Demo High School

Program Entry Date
09/01/07

Program Exit Date
06/01/08

Attendance
Good

01 WORKPLACE SAFETY
01.01 Maintain safe working environment

01.01.01 Maintain clean work area by removing waste, keeping alleyways clear, cleaning tools, and preventing spills	3
01.01.02 Identify visual equipment controls (e.g., monitors, read outs)	2
01.01.03 Comply with workplace safety rules and procedures	2
01.01.04 Comply with personal safety rules and procedures	3
01.01.05 Recycle appropriate materials	3

02 DRAFTING TECHNOLOGY
02.01 Apply basic drafting skills

02.01.01 Use drafting equipment	4
02.01.02 Identify line types (alphabet of lines)	3
02.01.03 Select proper drawing scale, introduction to different types	4
02.01.04 Prepare title blocks and other drafting formats	2
02.01.05 Apply freehand and other lettering techniques	3
02.01.06 Prepare multi-view drawings	2
02.01.07 Prepare multi-view sketches	3
02.01.08 Prepare orthographic views	4
02.01.09 Measure angles	3
02.01.10 Draw horizontal, vertical, angular, parallel, and perpendicular lines	1
02.01.11 Construct tangent lines (to arcs) and tangent arcs (to arcs)	4
02.01.12 Bisect angles and arcs	4
02.01.13 Bisect lines	2
02.01.14 Divide lines	3
02.01.15 Construct three-point circle	3
02.01.16 Construct regular hexagon, and octagon	4
02.01.17 Reproduce a drawing	3
02.01.18 Prepare single-view drawings	3
02.01.19 Prepare working drawings	3
02.01.20 Interpret notes and dimensions	3
02.01.21 Draw arcs, and circles.	3
02.01.22 Transfer measurements	3
02.01.23 Identify current ANSI symbols/standards	2

02.02 Apply intermediate drafting skills

02.02.01 Prepare isometric and oblique sketches	3
02.02.02 Prepare sectional views	3
02.02.03 Prepare auxiliary views	2
02.02.04 Prepare views of drilled and tapped holes, counterbores, countersinks	-
02.02.05 Identify a bill of materials	3

1-Aware of Task, 2-Completes with Help, 3-Completes without Help, 4-Can Demonstrate to Others, Dash-Not Covered

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	02.02.06 Describe purpose of auxiliary and sectional views	3
	02.02.07 Dimension drawings per current ANSI standards	3

02.03 Apply advanced drafting skills

	02.03.01 Prepare pictorial drawings	3
	02.03.02 Interpret various drawings	3

02.04 Interpret basic prints

	02.04.01 Visualize object from drawing	3
	02.04.02 Interpret orthographic projections	3
	02.04.03 Interpret isometric views	3
	02.04.04 Interpret sectional views	3
	02.04.05 Interpret detail and assembly drawings	4
	02.04.06 Interpret dimensions	3
	02.04.07 Interpret screw thread specifications	4

02.05 Convert dimensions and tolerances

	02.05.01 Convert dimensions and tolerances from English units to metric units	3
	02.05.02 Convert dimensions and tolerances from metric units to English units	3

02.06 Apply revision control process

	02.06.01 Apply drawing balloons	3
	02.06.02 Apply documentation (including project filing, back-up material, tracking process)	4
	02.06.03 Apply change control block	2

02.07 Demonstrate dimensioning techniques

	02.07.01 Construct arrowheads	3
	02.07.02 Add labels/notes to drawing	1
	02.07.03 Dimension arcs	3
	02.07.04 Dimension angles	4
	02.07.05 Dimension curves	3
	02.07.06 Dimension rounded-end shapes	2
	02.07.07 Dimension cylindrical objects	4
	02.07.08 Dimension features on circular center line	4

02.08 Apply geometric dimensioning and tolerancing

	02.08.01 Interpret decimal tolerance dimensions	2
	02.08.02 Calculate clearance fit tolerances of mating parts	3
	02.08.03 Calculate interference fit tolerances of mating parts	3
	02.08.04 Calculate tolerances to mating parts using standard fit tables	3
	02.08.05 Calculate transitional fit tolerances	3

02.09 Prepare mechanical drawings

	02.09.01 Prepare assembly drawings	3
	02.09.02 Prepare casting drawings	3

02.10 Prepare advanced mechanical drawings

	02.10.01 Resolve problems by descriptive geometry	3
	02.10.02 Prepare fastener drawings	3

03 CADD FUNDAMENTALS

03.01 Demonstrate basic use of computer operating system

	03.01.01 Explain rules for naming files and directories	4
	03.01.02 Manage files	3
	03.01.03 Copy files	3
	03.01.04 Rename files	4
	03.01.05 Erase files	3
	03.01.06 Format diskettes	2

03.02 Operate a CADD system

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03.02.01 Use keyboard input	4
03.02.02 Use screen menus	3
03.02.03 Create scaled plots	3
03.02.04 Operate a printer/plotter (e.g., laser plotter)	3

03.03 Select entities for action

03.03.01 Add or remove entities separately	4
03.03.02 Add or remove entities using a window	3
03.03.03 Add or remove entities with a crossing-box	4

03.04 Create 2-D orthographic drawings

03.04.01 Draw utilizing absolute Cartesian coordinates	4
03.04.02 Draw utilizing relative Cartesian coordinates	2
03.04.03 Draw utilizing polar coordinates	3
03.04.04 Draw using construction aides (e.g., snaps, grid, snap)	3
03.04.05 Edit drawing entity properties (e.g., color, layer, thickness, linetype)	3
03.04.06 Construct drawing entities (e.g., offset, timer, extend, break, mirror)	2
03.04.07 Edit drawing entities (e.g., offset, trim, extend, break, mirror)	-
03.04.08 Create layers	4
03.04.09 Name layers	3
03.04.10 Save files	4
03.04.11 Create hatches, patterns, symbols	3

03.05 Dimension orthographic drawings

03.05.01 Apply dimensions per standards	4
03.05.02 Edit text	3

03.06 Control display

03.06.01 Apply view control while drawing (e.g., zoom and pan)	4
03.06.02 Save views	3
03.06.03 Display views	3

03.07 Create 2-D isometric drawings

03.07.01 Explain isometric projection	4
03.07.02 Manipulate isometric snap and grid settings	3
03.07.03 Toggle isometric planes (e.g., left, right, top)	4

04 EMPLOYABILITY SKILLS

04.01 Develop a career plan

04.01.01 Identify current interests and aptitudes	3
04.01.02 Identify career options	4
04.01.03 Identify job requirements	3
04.01.04 Investigate education/training opportunities (including speaking with someone in the trade)	-

04.02 Prepare for employment

04.02.01 Research job opportunities	3
04.02.02 Compare salary ranges and benefit packages	4
04.02.03 Demonstrate ability to accurately complete a job application	3
04.02.04 Design resume and cover letter	4
04.02.05 Secure references	3
04.02.06 Explain critical importance of personal appearance, hygiene, and demeanor	4
04.02.07 Write letter of acceptance	4
04.02.08 Write letter of declination	4
04.02.09 Demonstrate good listening skills	4

04.03 Demonstrate job retention skills

04.03.01 Identify employer expectations regarding job performance, work habits, attitudes, personal appearance, and hygiene	3

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04.03.02 Exhibit appropriate work habits and attitude	3
04.03.03 Demonstrate ability to set priorities	3
04.03.04 List consequences of being absent frequently from job	3
04.03.05 List consequences of frequently arriving late for work	3
04.04 Exhibit appropriate work ethic	
04.04.01 Avoid personal activity during work hours	4
04.04.02 Attend work as scheduled	2
04.04.03 Exercise confidentiality	3
04.04.04 Adhere to rules of conduct	3
04.04.05 Accept constructive criticism	4
04.04.06 Take pride in work	4
04.04.07 Demonstrate punctuality	3
04.04.08 Assume responsibility for personal decisions and actions	3
04.04.09 Take responsibility for assignments	3
04.04.10 Follow chain?of?command	3
04.05 Exhibit characteristics for job advancement	
04.05.01 Display positive attitude	4
04.05.02 Demonstrate knowledge of position	4
04.05.03 Perform quality work	3
04.05.04 Adapt to changing situations and technology	3
04.05.05 Participate in continuing education/training program	3
04.05.06 Prepare for job setbacks	2
04.06 Identify performance expectations of a job.	
04.06.01 Practice good work habits/time management.	4
04.06.02 Be a team player.	4
04.06.03 Demonstrate respectful behavior in workplace.	3
04.06.04 Maintain knowledge and skills.	3

05 COMMUNICATIONS
05.01 Read, interpret, and analyze technical materials, discerning information and concepts.

05.01.01 Use appropriate note-taking methods.	4
05.01.02 Write and/or present a report on technical literature; use graphical tools as appropriate.	3

06 INFORMATION TECHNOLOGY APPLICATIONS
06.01 Develop good safety and health practices.

06.01.01 Exercise good safety practices.	4
06.01.02 Encourage others to employ safe practices.	4

07 LEADERSHIP AND TEAMWORK
07.01 Exercise the ability to lead or follow in a team environment.

07.01.01 Appropriately give/take credit and responsibility.	3
07.01.02 Divide tasks among a team of three, with no designated leader.	4
07.01.03 Communicate effectively verbally and non-verbally with team colleagues.	3
07.01.04 Act responsibly as a team member, completing assigned tasks in a timely and effective manner.	4
07.01.05 Delegate tasks, responsibility and authority as appropriate.	4
07.02 Exercise leadership and teamwork skills.	
07.02.01 Identify roles of team members.	3
07.02.02 Recognize individual abilities and the importance of forming teams with others whose abilities are complementary.	-
07.02.03 Use teamwork skills to achieve goals, solve problems, and manage conflict.	-

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  07.02.04 Give and receive feedback constructively.   3

08 ETHICS AND LEGAL RESPONSIBILITIES
08.01 Adhere to ethical and legal standards.

  08.01.01 Make ethical decisions when presented with ethical choices or moral dilemmas.   3

  08.01.02 Follow legal requirements for the treatment of people in the workplace. (ADA, EEO).   -

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