

Distance Education – CADD Courses

www.gbccadd.com

Introduction

- The online CADD courses are identical in content to the CADD courses available on campus at George Brown. They each contain 16 separate lessons covering basic to advanced concepts in the latest versions of the worlds most popular and powerful Computer Aided Drafting and Design software.
- All courses are part of George Brown College certificate programs and lead to certificate awards for various industry disciplines. For certificate descriptions and requirements see our website.
- Courses may be started at any time and may be completed as quickly as the student desires. The on-campus versions of these courses are designed to be run with two lessons per week over a span of 8 weeks. The maximum duration for the online courses is four months per course however some students have completed individual courses in less than two weeks. Check our website for the latest information on course availability.

Technical Requirements

- Windows-based personal computer with DVD drive and internet access. Any computer built within the last three years should meet the minimum hardware requirements. Advanced courses may have higher hardware requirements. See website for the most recent technical requirements for a specific software.
- Access to a recent version of the Autodesk software for the course taken. All students enrolled in a distance education version of a George Brown CAD training course receive access to FREE student software.

Method Overview

- All lectures and demonstrations from the on-campus courses have been digitally recorded by the lead developer and instructor of the College's Continuing Education CADD courses and are available on DVD format.
- Each set of menu-driven Disks contain 16 lessons with high resolution, multimedia screen capture videos of the actual software in use. Each lesson's, 40-150 minute demonstration video may be paused and replayed as often as required to master a topic. Important concepts are bookmarked within each lesson for quick access for review at a later date.
- In addition to the video demonstration / lectures, an extensive set of lecture notes, and exercise notes are placed on the DVD in PDF format. Sample files such as drawings, models, and images used in the demonstration videos are also available on the DVDs.
- Each lesson contains numerous practice exercises and each course contains 4-6 formal assignments which must be sent to the instructor for evaluation. See website to view examples of course material and samples of student work.
- Online support for these courses includes email support with the instructor and access to an extensive website with file storage areas where sample files can be downloaded and assignments may be uploaded for evaluation by the instructor. See website for more details.
- Updates to the notes and drawings are posted in the Downloads area of the Support pages on the gbccadd.com website. When starting a course you should check here for updates to the material on the DVDs. In case of discrepancies between the material on the DVDs and the material on the website, students should refer to the material online.

How Do I Use the DVD?

- When you first insert one of the training Disks into an available drive on your computer, a menu should appear containing links to all required video demonstrations, notes, and sample files. If the menu does not appear, your Autorun feature is disabled for that drive and you can use Windows explorer to browse to the Disk and double click the purple executable file for the menu.
- When you are working with the Disks, it will be a common practice to have several different applications running at the same time. Use the Windows taskbar to switch back and forth between the various applications. Typically, you would expect to see the Disk Menu, Acrobat reader for the notes and sample drawing PDFs, Cam Player for the video demonstrations, AutoCAD for trying the material yourself, and possibly a web browser if you are downloading or uploading material, or viewing the CADD website.
- One of the unique features of a self-paced, training series is the ability to support a variety of learning styles and you may choose to explore the material on the Disks in any order that you desire. The lectures and demonstrations have been divided into a series of short segments with the first few videos for a particular lesson exploring general concepts and theories, and the last few videos showing demonstrations of the practice and assignment drawings that are required.
- Depending on your learning style you might choose to skip the theory lectures and go right to the drawing demonstrations before creating the drawings yourself. Return to the notes and theory demonstrations as required.
- Another approach might be to view the theory demonstrations and then try the practice drawings on your own, returning to the drawing demonstrations later if you run into problems.
- The best approach to gain a thorough understanding of all of the course material would be to read all notes, view all videos, and create all required drawings.

Step by Step through your first lesson:

1. Open the Disk Menu and click the lecture notes link to open the notes and exercise instructions for that lesson with Acrobat Reader. Carefully read through the notes and if you'd like to have a hard copy to refer to, print the notes. If you don't print a hard copy, leave the notes open and switch back to the Disk menu by clicking the appropriate icon on your Windows Taskbar. Viewing the drawing PDFs on screen allows you to zoom in and examine details very closely.
2. Next, select the link for the first video demonstration and in a couple of seconds the video will start. You can adjust the volume slider by right-clicking in the upper right corner of the player. Depending on the screen resolution of your monitor you might also choose to display the video in Full Screen format which is also available by right-clicking.
3. You can pause a video at any time by pressing the space bar on your keyboard. This allows you to start AutoCAD and try a new concept while being able to return to that exact location in the demonstration. Again, use your taskbar to switch between the various applications, going between your notes, AutoCAD, the videos, and the Disk menu as required.
4. View each video in the order that they are presented on the menu. Pause as required to practice new concepts or simply view the entire lesson in the order the links are presented.
5. Review the exercise notes to determine the names of the drawing files that you need to create or work on for that lesson. Browse to the Drawings section of the Handbook, locate the required pages and optionally print a hard copy to refer to while you are doing the drawing exercise.
6. Start AutoCAD if it is not already running and create the required drawings. If the instructions specify a specific template, you can start AutoCAD by choosing the Drawing Templates link on the Disk and double-clicking the specified template.

7. If you run into difficulties while creating the drawings, stop and review the lecture or demonstration video for that concept and try again. If you still have problems, send an email to your instructor with a description of the problem and you will usually receive a reply to your query the same day. If you do not receive a reply within 48 hours, send a second email as the first was not received.
8. When assignment drawings are complete, login to the file submission area on the website and upload your assignment. Follow your exercise notes carefully to ensure proper naming of the files. Your instructor will review the drawings and return them to you with comments and an evaluation by email within a maximum of 48 hours.
9. Assignment drawings may also be sent to the instructor directly as email attachments.

Great care has been exercised in trying to make this new learning experience as efficient and enjoyable as possible. If you have suggestions as to ways that we can improve the online courses, their delivery and their content, please be sure to communicate those suggestions with your instructor.

Thank you for taking the time to read this introduction. I look forward to teaching you and wish you all success in your courses.

Kevin Brown