Course Objectives/Course Outline
Spokane Community College

Course Title:       Introduction to Technology
Prefix and Course Number:    CAD 101

Course Learning Outcomes:

By the end of this course, a student should be able to:

− Produce a computer document that will break down the areas of engineering, types of drawings, and responsibilities in an engineering office in engineering report format.
− Demonstrate skills in applying instructions, research, and professional technology for success in college and industry
− Demonstrate the ability to create and apply basic time and assignment schedules, costs analysis, and simple mathematic functions in engineering spreadsheet format.
− Create an engineering office folder and filing system on multiple computer formats, including hard drives, networks, portable storage, and web sites.
− Complete a breakdown of applicable engineering and drafting associations as well as the laws governing copyrights, etc. in presentation format on a computer with indexing and/or links
− Demonstrate the ability to communicate effectively within an engineering office following stated protocols and inter-office systems

Course Outline:

I. Introduction to Engineering Fields and Careers
   A. History of Drafting and Engineering
   B. Research Techniques
   C. Engineering Report Formats
   D. Saving and Printing Engineering Files

II. Engineering Office Responsibilities
   A. Documentation and Numbering/Filing Systems
   B. Scheduling, Time Lines, and Tracking a Project
   C. Logical Entry and Formatting of Spreadsheets

III. Design for Success – Student Success Skills
   A. Following Instructions on Written Labs
   B. Research Evaluation and Application
   C. Basic Office Technology (Word Processing, Spreadsheets, File management, etc.)
   D. Professional Communication in email, social media, accepted uses

IV. Drawing, Document, and Written Communication Filing Systems
   A. Common Engineering Office Filing Systems
   B. Software and Techniques
   C. Sharing and Archiving Files and Folders

V. Engineering Associations, Societies, and Applicable laws
   A. Terms and Definitions
   B. Research Techniques
   C. Computer Direct Presentation Formats
   D. Development of Web-Style Presentations

VI. Engineering Office Communications
   A. Protocol and Techniques in Today’s Engineering Office
   B. Effective Use, Formatting, and Archiving of Email and Inter-Office Memos