

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