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 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. Drawing, Document, and Written Communication Filing Systems
     A. Common Engineering Office Filing Systems
     B. Software and Techniques
     C. Sharing and Archiving Files and Folders
IV. Engineering Associations, Societies, and Applicable laws
    A. Terms and Definitions
    B. Research Techniques
    C. Computer Direct Presentation Formats
    D. Development of Web-Style Presentations
V. Engineering Office Communications
    A. Protocol and Techniques in Today’s Engineering Office
    B. Effective Use, Formatting, and Archiving of Email and Inter-Office Memos