

# ENGT1134 - Office Systems and Equipment

Credits:	3 (1/2/0)
Description:	This course covers the application of Windows software systems in coordination with AutoCAD software as well as general office equipment set-up and use.
Prerequisites:	
Corequisites:	
Pre/Corequisites*:	
Competencies:	<ol style="list-style-type: none"> <li>1. Produce originals and reproduce copies using large-format copy machines.</li> <li>2. Select and utilize appropriate technologies for computer-aided drafting (CAD) output including network plotters and printers.</li> <li>3. Demonstrate file management and file structure skills by maintaining files on various drives.</li> <li>4. Create estimation sheets using Excel software.</li> <li>5. Produce schedules in Excel and incorporate into CAD files.</li> <li>6. Modify CAD files for delivery and coordination.</li> <li>7. Capture images using a digital camera and incorporate into CAD.</li> <li>8. Modify images using computer software.</li> <li>9. Create a PowerPoint presentation and demonstrate effective presentation skills.</li> <li>10. Create email directories and exhibit proper email communication and etiquette.</li> <li>11. Prepare professional office documents in Word software.</li> <li>12. Create a professional cover letter, resume and references for a given job opening.</li> </ol>
MnTC goal areas:	None

\*Can be taking as a Prerequisite or Corequisite.