Course Number: TTC-0302  
OHLAP Credit: No

OCAS Code: None  
Course Length: 45 Hours  
Career Cluster: Architecture and Construction, Manufacturing  
Career Pathway: Design/Pre-Construction, Manufacturing Production Process Development  
Career Major(s): Advanced CAD Drafter-Architectural Emphasis

Pre-requisite(s):  
Course Description: This course is for the development of skills for file management and use of technology to support effective organizational skills within occupational workflow and processes.

Textbooks: Drawing & Document Management

Course Objectives:  
A. Demonstrate knowledge of operations and concepts in the organizing and management of documents and drawings. The student will make informed choices among technology systems, resources, and services.  
B. Demonstrate knowledge of the technology productivity tool.  
C. Demonstrate knowledge of technology communications tools.  
D. Demonstrate knowledge of technology research tools.  
E. Demonstrate knowledge of technology problem-solving and decision-making tools.

1 ODCTE Objective  
All unmarked objectives are TTC instructor developed.

Teaching Methods: The class will primarily be taught by the lecture and demonstration method and supported by various media materials to address various learning styles. There will be question and answer sessions over material covered in lecture and media presentations. Supervised lab time is provided for students to complete required projects.

Grading Procedures:  
1. Students are graded on theory and shop practice and performance.  
2. Each course must be passed with seventy (70%) percent or better.  
3. Grading scale: A=90-100%, B=80-89%, C=70-79%, D=60-69%, F=50-59%.
**Description of Classroom, Laboratories, and Equipment:**

Tulsa Technology Center campuses are owned and operated by Tulsa Technology Center School District No. 18. All programs provide students the opportunity to work with professionally certified instructors in modern, well-equipped facilities.

**Available Certifications/College Credit:**

The student may be eligible to take state, national or industry exam after completion of the program. College credit may be issued from Oklahoma State University-Okmulgee or Tulsa Community College. See program counselor for additional information.

**College Credit Eligibility:**

The student must maintain a grade point average of 2.0 or better.