

**University of Arkansas - Fort Smith**  
**5210 Grand Avenue**  
**P. O. Box 3649**  
**Fort Smith, AR 72913-3649**  
**479-788-7000**

## **General Syllabus**

### **BSAT 3063 CAD Management**

Credit Hours: 3

Lecture Hours: 2

Laboratory Hours: 2

Prerequisite: Junior standing or CGT 2684 Digital Design Level II or CGT 2834 Machine Drawing and Design or CGT 2654 Architectural CAD Applications

Effective Catalog: 2018-2019

#### **I. Course Information**

##### **A. Catalog Description**

Instruction in methods and techniques used in industry for graphic standards, organization, and management of a multi-purpose office using CAD software.

##### **B. Additional Information**

This course is designed for all computer aided design disciplines – architects, engineers, designers, or anyone who needs a thorough understanding of graphic standards and basic graphic communication knowledge and how those skills are applied in a management position within a working office.

#### **II. Student Learning Outcomes**

##### **A. Subject Matter**

Upon successful completion of this course, the student will be able to:

1. Develop and implement CAD standards.
2. Assess, manage, optimize and upgrade software, hardware and network assets required for computer graphics based businesses.
3. Plan and maintain workflow hierarchies based on priorities, assessed operator skill and experience to maximize drawing production.
4. Define how training should be delivered to ensure success in meeting quality standards.
5. Build long term plan that addresses financial issues, protecting data, intellectual property and document management.

##### **B. University Learning Outcomes**

This course enhances student abilities in the following areas:

**Communication Skills (written and oral)**

Students will prepare a CAD office procedures and drawing standards handbook and will verbally explain the handbook in the classroom.

**III. Major Course Topics**

- A. Professional organizations and associations responsible for producing CAD standards
- B. Professional CAD office standards and management issues
- C. Effective teamwork and management
- D. Hardware, software, network assessment, and management including file share, security, and managing production in a computer design environment
- E. Train, hire, manage, and assess CAD operators