

Technical Office

Course details



Description

This course explains the role of the technical office engineer in the different stages of the project (Initiation – Planning – Execution – Monitoring and controlling – Closure) and qualifies to work in Mega projects in its different phases through a workshop or a simulation model in which the trainee will face the project stages in a practical way, The student will be able to learn the following: How to make a BOQ file. Know the material that used in finishing (advantage and disadvantage and uses cases). How to make architecture shopdrawing for different items. How to make a Quantity survey file for a mega project.

Course structure:

Course name 36 hour
 12 lectures



Resourcing, text books and reading material:

We recommend the following resources:

- Mastering Autodesk AutoCAD
- Autodesk AutoCAD Essentials

Web resources:

- <https://www.autodesk.com/products/autocad/overview>
- <http://seek.autodesk.com/>
- <https://help.autodesk.com/view/ACD/2019/ENU/>

Prerequisites:

- Basic knowledge and skills about using computers Engineering background is recommended.

Certificates:

- Certificate from CAD MASTERS
- Certificate from Autodesk



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Alex: Mostafa kamel st., Smoha
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Grading:

Attendance 40%

Assignments 60%

To pass the course and receive both Autodesk certificate & CAD MASTERS certificate you should:

- Attend at least 80% of course hours
- Score more than 70% as a total score

Course Outline:

This course including the following:

A. Introduction:

1. Project definition
2. Project Life Cycle
3. Project Phases
4. Technical office Rules in different project phases
5. Technical office types and procedures

B. Consultant T.O.

1. BOQ definition
2. How to make BOQ item
3. Managing technical and material submittals during the project phase
4. Quantity survey procedures
5. Tendering procedures

C. Contractor T.O. (Tendering)

1. How to study project files (Specs, BOQ and material book)
2. How to make a folder structure
3. Make Schedules for pricing (Contractor responsibility, IRS,

Material control,)

4. Make a simulation project and start applying the course contents

D. Construction Material

1. Material types
2. Advantage and disadvantage for each material
3. Material submittals procedures
4. Shopdrawing procedures and manuals

E. Quantity surveying

F. Contractor T.O. (Shopdrawing)

1. Learning how to make a professional shopdrawing as following
 - Block work
 - Flooring
2. Practice on our simulation model

G. Contractor T.O. (Shopdrawing)

1. Learning how to make a professional shopdrawing as following
 - Door
 - Windows
 - Doors and window schedule
 - Stairs
2. Practice on our simulation model

H. Contractor T.O. (Shopdrawing)

1. Learning how to make a professional shopdrawing as following
 - Ceramic wall tilling
 - Wooden Work
2. Practice on our simulation model

I. Contractor T.O. (Shopdrawing)

1. Learning how to make a professional shopdrawing as following
 - Wooden Work
 - False ceiling
 - Coordination plan
2. Practice on our simulation model

J. Contractor T.O. (Shopdrawing)

1. Learning how to make a professional shopdrawing as following
 - Stone cladding
 - Aluminum work
2. Finalize our simulation model to prepare it for quantity surveying

K. Quantity surveying



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1. Learning how to make a professional QS sheet
2. Make QS sheet for our simulation model
 - L. Close out doc.
1. How to Handover the project document for the client
2. Finalize our simulation model to make it as a guide for the future



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