

Technical Office

Course details



AUTODESK

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:

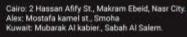
- Certificate from CAD MASTERS
- Certificate from Autodesk





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Grading:

Attendance 40% 60% **Assignments**

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
- Technical office types and procedures
- B. Consultant T.O.
- 1. BOQ definition
- 2. How to make BOQ item
- 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
- Make Schedules for pricing (Contractor responsibility, IRS,

Material control,)

- 4. Make a simulation project and start applying the course contents
- D. Construction Material
 - Material types
 - 2. Advantage and disadvantage for each material
 - 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
- 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

AUTODESK knowledge makes a difference

