

SPRINGFIELD TECHNICAL COMMUNITY COLLEGE

**ACADEMIC AFFAIRS**

Course Number: ESET-152 Department: ESET.AS  
Course Title: Technical Documentation Semester: Spring Year: 2008  
Using Visio

**Objectives/Competencies**

<b>Course Objective</b>	<b>Competencies</b>
1. Technical document standards	<ul style="list-style-type: none"><li>a. Explain the reason for corporate standards for technical documents.</li><li>b. Identify the formatting conventions used in technical documents.</li><li>c. Understand the Electronics Department documentation standards for technical reports.</li></ul>
2. MS Visio or similar objectives	<ul style="list-style-type: none"><li>a. Create a basic Visio drawing using standard stencil libraries.</li><li>b. Annotating</li><li>c. Use and manage fonts, common drawing settings, page layout settings, and document formatting settings.</li><li>d. Use the shape alignment tools.</li><li>e. Draw and annotate basic drawings such as floor plans, network drops, power drops, equipment layouts, flow charts, and similar technical illustrations.</li></ul>

<b>Course Objective</b>	<b>Competencies</b>
3. Import and exporting information	<ol style="list-style-type: none"><li>a. Be able to insert and format text, program listings, images, graphs, data tables, electrical schematics, and CAD drawings.</li><li>b. Import various graphical image formats such as GIF, JPG, PNG, TIFF, or BMP files.</li><li>c. Export to various graphical image formats such as GIF, JPG, PNG, TIFF, or BMP files.</li><li>d. Export the document to PDF or HTML for web postings or archiving in electronic document management systems.</li></ol>
4. Printing and document management	<ol style="list-style-type: none"><li>a. Print the document to standard output devices, Adobe portable document format (pdf) files.</li></ol>