Administrative Master Syllabus

Cover Sheet

Purpose: The Administrative Master Syllabus provides a general course description, defines the required elements of the course, and establishes a faculty-driven foundation for course assessment to ensure continuous improvement in student learning, irrespective of the course timeframe, or mode of course delivery.

Course Title: Architectural Materials & Methods of Construction
Course Prefix and Number: ARCE 1303
THECB Approval Number (10 digit): 0409010000
Department: Architecture & Civil Engineering Division: Industrial
Course Type: (check only one)
- Academic General Education Course (From ACGM but not a CBC Core Course)
- Academic CBC Core Course
- WECM Course (Special Topics or Unique Needs Course: Y or N )

Weekly Contact Hours (Lecture - Lab - External): 2 - 2 - 0

Course Catalog Description:

Properties, specifications, vendor references, and uses of materials as related to architectural systems of structures.

Prerequisites/Co-requisites:

N/A

Approval: The contents of this document have been reviewed and are found to be accurate.

Prepared by (Content Expert): Jack W. Young
Digitally signed by Jack W. Young
Date: 2022.08.15 18:16:38 -05'00'

Reviewed by Director or Coordinator: Macedonio Gonzalez
Digitally signed by Macedonio Gonzalez
Date: 2022.08.18 15:25:31 -05'00'

Approved by Dean of CTE or NAH or TGE: Jarod Bleibdrey
Digitally signed by Jarod Bleibdrey
Date: 2022.10.17 09:43:09 -05'00'

Revised 8/11/2021
Master Course Syllabus

Course Name: ARCE 1303 Architectural Materials & Methods of Construction

Course Description: Properties, specifications, vendor references, and uses of materials related to architectural systems of structures.

Semester Hour Credit: 3

Lecture Hrs. per Week/Lab Hrs. per Week/External Hrs. per Week: This course consists of (2) lecture hours and (2) lab hours per week. 2-2-0

Curriculum Capacity:

- Face-to-Face Lab 15
- Online Lab N/A
- Face-to-Face Lecture 15
- Online N/A
- Virtual Face-to-Face N/A
- Interactive video (multi-locations) N/A
- Hybrid N/A
- Clinical N/A

Recommended enrollment threshold:

- Face-to-Face Lab 9
- Online Lab N/A
- Face-to-Face Lecture 9
- Online N/A
- Virtual Face-to-Face N/A
- Interactive video (multi-locations) N/A
- Hybrid N/A
- Clinical N/A

Textbook and/or other major required readings:

- Title: The Architect’s Studio Companion
- Author: Allen, Lano (textbook)
- Publisher: Wiley (textbook)

Revised 2021-2022
The Student Learning Outcomes for the course are the same regardless of modality or location.

Course Outcomes
(WECM or LDACGM)

Upon completion of this course the student will be able to:
1. Identify the characteristics of standard construction materials
2. Describe their application in the construction industry

The following general education course competencies (TGE) or Marketable SCAN Skills (CTE/NAH) are addressed in this course: General education course competencies (TGE) or Marketable SCAN Skills (CTE/NAH) assessed are indicated with an asterisk *.

- Mathematics – using mathematics to solve problems
- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- Reading Comprehension – Understanding written sentences and paragraphs in work related documents
- Writing – Communicating effectively in writing as appropriate for the needs of the audience
- Time Management – managing one’s own time and the time of others

The following program student learning outcomes are assessed for this course:

- The student will accurately produce drawings, using computer assisted drafting systems (CAD) or drafting machines, or by hand, using compasses, dividers, protractors, triangles, and other drafting devices.
- The student will accurately apply the use of file management techniques.
- The student will effectively design products and draw plans with engineering and manufacturing techniques.
- The student will effectively add details to architectural plans from their knowledge of building techniques.

Evaluation Methods:

Drawings & Assignments
Tests
Attendance and Participation
Final Exam

Revised 2021-2022
**Course Grading:** Please see individualized instructor policies for course evaluation methods. Students will be assessed on the same measure across each discipline as per CBC guidelines.

**Major Course Assignments and/or exams counting for at least 10% of a final course grade:**

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Drawings &amp; Assignments</td>
<td>50%</td>
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<tr>
<td>Tests</td>
<td>15%</td>
</tr>
<tr>
<td>Attendance and Participation</td>
<td>10%</td>
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<tr>
<td>Final Exam</td>
<td>25%</td>
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**Grade Scale:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>100-90</td>
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<tr>
<td>B</td>
<td>89-80</td>
</tr>
<tr>
<td>C</td>
<td>79-70</td>
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<tr>
<td>D</td>
<td>69-60</td>
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<tr>
<td>F</td>
<td>59 &amp; below</td>
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**Course Subject Matter Outline:**

- Section 1-7 of the textbook
- Building codes
- Specifications
- Building materials selections
- Structural building types
- Appendix A

**Additional Course Requirements:**

**Class attendance is a must.** A student will be dropped from class if there are 3 consecutive days of absences without an excuse or if 6 absences per semester are exceeded.

**Class Attendance and Classroom Conduct Policies**

**Attendance Policy:** Please see individualized instructor policies for attendance, which are pursuant to any related policy as outlined by the college handbook, financial aid agreements, or any other college related understanding (e.g., athletics, organizations).

Revised 2021-2022
**Telephone Support:** Toll Free: 866-722-2838 or Direct Line: 361-354-2508

**I.T. Support Blackboard**

[http://coastalbend.edu/it/](http://coastalbend.edu/it/)

IT Help Desk  
1-361-354-2508  
helpdesk@coastalbend.edu

**Live Chat:** Fall/Spring Hours: Monday - Thursday from 8 a.m. to 5 p.m. Summer Hours: Monday – Thursday from 7 a.m. to 6 p.m.

**Tutoring Services:** Coastal Bend College is committed to the academic success of all students enrolled at the college. A variety of services, including academic support, individual tutoring sessions, group tutoring sessions, and online tutoring, are available to students depending on the availability of tutors for the subject matter requested. All tutoring is provided at no cost to current CBC students who are currently enrolled at CBC. On-demand tutoring services are accessible 24 hours a day, seven days a week through the TutorMe platform, which may be accessed through your Blackboard account. To request a tutor, please complete the online tutor request form found at [http://www.coastalbend.edu/tutoring/](http://www.coastalbend.edu/tutoring/) to submit your request. If you have any questions about tutoring programs, you can contact tutoring@coastalbend.edu.

<table>
<thead>
<tr>
<th>Beeville</th>
<th>Alice</th>
<th>Kingsville</th>
<th>Pleasanton</th>
</tr>
</thead>
<tbody>
<tr>
<td>3800 Charco Road</td>
<td>704 Coyote Trail</td>
<td>1814 Brahma Blvd.</td>
<td>1411 Bensdale</td>
</tr>
<tr>
<td>Beeville, TX 78102</td>
<td>Alice, TX 78332</td>
<td>Kingsville, TX 78363</td>
<td>Pleasanton, TX 78064</td>
</tr>
<tr>
<td>1-866-722-2838</td>
<td>1-866-891-2981</td>
<td>1-866-262-1615</td>
<td>1-866-361-4222</td>
</tr>
</tbody>
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**Grady C. Hogue Learning Resource Center (Library):** Located on the Beeville campus, the operation hours are Monday - Friday from 8:00 a.m. to 5:00 p.m.

(Summer semesters will observe the CBC campus operation hours) For locations and hours of the CBC library in Alice, Kingsville, and Pleasanton sites please visit the library web page link below.

Grady C. Hogue Learning Resource Center (Library): [http://lrc.coastalbend.edu/about](http://lrc.coastalbend.edu/about)
Financial Aid: Resources are available for students for financial aid, work study, and veteran benefits. For additional information, visit our website at http://coastalbend.edu/finaid or contact us at 361-354-2238. Office hours: Monday - Friday from 8:00 a.m. to 5:00 p.m.

ADA Statement: No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the College District, or be subjected to discrimination by the College District. Nor shall the College District exclude or otherwise deny equal services, programs, or activities to an individual because of the known disability of an individual with whom the individual is known to have a relationship or association. 42 U.S.C. 12132; 28 CFR 35.130(g). See at: GA (Legal)

Students with Disabilities: Please notify your instructor of any modification/adaptation you may require accommodating a disability-related need. You will need to provide documentation to the Director of Accessibility Services so the most appropriate accommodation can be determined. Specialized services are available through the Office of Accessibility Services (OAS) (SSB 4.104, 471-6259). For more information, please email oas@coastalbend.edu.

Scholastic Dishonesty: Each student is charged with notice and knowledge of the contents and provisions of Coastal Bend College’s rules and regulations concerning student conduct. All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by Coastal Bend College Policies FLB (Local) and FM (Local). Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion. See at: FLB (Local) and FM (Local).

Use of E-mail for Official Correspondence to Students: All students should be familiar with the college’s official email student notification policy. Students are expected to check their CBC email on a frequent and regular basis to stay current with college-related communications, recognizing that certain communications may be time-critical.

Copyright Law and Intellectual Property Rights Policy: Copyright is the right of an author, artist, composer, or other creator of a work of authorship to control the use of his or her work by others. Protection extends to literary works, musical works, dramatic works, pictorials and choreographic works, pictorial and graphic works, sculpture, motion pictures and other audiovisual works, sound recordings and architectural works. Generally speaking, a copyrighted work may not be reproduced by others without the copyright owner's permission. The public display or performance of copyrighted works is similarly restricted. Generally, the unauthorized reproduction, performance or distribution of a copyrighted work is copyright infringement and may subject the infringer to civil and criminal penalties. The Fair Use Doctrine outlines exceptions to this Law and is outlined in Coastal Bend College Policy, CT (Legal).

Coastal Bend College, its faculty, students, and employees must comply with Copyright Law. Detailed information on Copyright Law and Intellectual Property Rights is available in Coastal Bend College Policy CT (Legal) and CT (Local).

Questions regarding this information should be directed to the Director of Library Services at: library@coastalbend.edu or the Office of Marketing and Public Relations at: socialmedia@coastalbend.edu.

Revised 2021-2022
**Intellectual Property:** Student /Third Party Works: Rights to copyrightable or patentable works created by a student or a third party, that is, not a College District employee, shall reside with the author/creator. Detailed information on Copyright Law and Intellectual Property Rights is available in Coastal Bend College Policy [CT (Legal)](http://coastalbend.edu) and [CT (Local)](http://coastalbend.edu).

Questions regarding this information should be directed to the Director of Library Services at: [library@coastalbend.edu](mailto:library@coastalbend.edu) or the Office of Marketing and Public Relations at: [socialmedia@coastalbend.edu](mailto:socialmedia@coastalbend.edu).

**NOTE:** The College website ([http://coastalbend.edu](http://coastalbend.edu)) serves as the main source with the most current version of the Coastal Bend College Board Policies and the Coastal Bend College Catalog.

Student success is our number one priority at Coastal Bend College, and we realize that prompt, effective communication (such as emails, assignment feedback, discussion boards and announcements) plays a significant role in achieving that goal. It is vitally important that you have the proper contact information for your instructor. This should include their phone number, email address, and if applicable, their office number, and office hours. **Faculty schedules can be located online at [http://coastalbend.edu/hb2504/](http://coastalbend.edu/hb2504/)**

If you have any problems contacting your instructor, or do not receive a prompt response to your inquiries, please contact the Dean or Division Coordinator/Program Director as soon as possible. Their contact information is provided below:

<table>
<thead>
<tr>
<th>Jarod Bleibdrey</th>
<th>Macedonio Gonzalez</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean of Career and Technical Education</td>
<td>Coordinator of Industrial Workforce</td>
</tr>
<tr>
<td>361-354-2339</td>
<td>361-354-2571</td>
</tr>
<tr>
<td><a href="mailto:jbleibdrey@coastalbend.edu">jbleibdrey@coastalbend.edu</a></td>
<td><a href="mailto:mgonzalez@coastalbend.edu">mgonzalez@coastalbend.edu</a></td>
</tr>
</tbody>
</table>

We wish you all the best in your education and encourage you to contact us if you have any questions or concerns.

Keeping student success in sight, faculty in each of the courses will review the course information, including specific reading schedules, assignments, and testing information, with students during the first week of class.

Additionally, the course information will be posted to Blackboard.

*This Master syllabus is subject to change due to unforeseen circumstances.*

Revised 2021-2022