Winter Term 2016

Instructor: Steve Billingslea
E-mail: sbillingslea@dcccd.edu
Office: Room W113D
Office Phone: 214-860-8720
MVC CADD Lab: W113B
*Lab Phone: 214-860-8733
Lab Hours: As posted in labs
Division Office: W-210
Division Phone: 214-860-8645
Class Meeting Times: Online
Credit Hours: 3 unless taken as Continuing Education

Course Prerequisites:
None

2. Magnifying Glass (optional)

All required resource materials must be provided by the student. If you fail to provide your resource materials, you will be denied assistance in the lab. (Financial Aid is available if needed)

Description:
The fundamentals of blueprint reading for the construction industry will be examined.

Course Objectives/Learning Outcomes:
Upon successful completion of this course you will be able to:

1. Identify the importance and use of construction prints
2. Identify the symbols, terminology, and standard abbreviations.
3. Explain the sequence of drawing organization.
4. Make the calculations and measurements relative to construction.
5. Interpret construction drawings and scales.

**Attendance Policy:**
Online students: Read the syllabus and take the syllabus assessment located in “Course Information” on ecampus. This must be done prior to **Dec. 22, 2015**. If not, you will be reported as “non attended” to the district.

**Grading Scale:**

**Drawing Due Date:**
Grading percentages and the final letter grade will be as follows:

- 90% - 100% = A
- 80% - 89% = B
- 70% - 79% = C
- 60% - 69% = D
- < 59% = F

**Course Scope & Sequence:**

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**DUE:** Thursday 12/24  **DUE:** Friday 1/8  **DUE:** Friday 1/15

All assignments are due on the Friday of the assigned. 3-4 assignments a day, is the recommend pace.
Classroom Policies:

Laboratory
Students taking distance learning classes may use the CADD Lab at MVC to do their work if they choose to do so. Open Hours are posted in the Lab. To use the lab during class meeting times at night and Saturdays obtain permission from the instructor conducting class. The last lab day of the semester is January 15, 2016. The Cadd Lab will close at 12 Noon on that day. All assignments must be turned in before 11:59pm of January 15th.

Rules & Regulations
Students who choose to use the CADD Lab must comply with these rules. There is No Food, No Drinks, No Cell Phones, and No Children allowed in the CADD Lab or Lecture Lab. All cell phones should be turned off prior to entering the class. If your cell phone goes off, or if you bring food, drink, or children into the lab, you will be asked to leave for that day.

Students who have disruptive behaviors will be expelled from the classroom.

Institutional Policies:

Withdrawal Policy:
If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar’s Office by January 13, 2016. Failure to do so will result in your receiving a performance grade, usually an “F.”

If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a “W” (Withdraw) in each class dropped.

Students often drop courses when help is available that would enable them to continue. I hope that you will discuss your plans with me if you feel the need to withdraw.

Repeating This Course:
Effective for Fall Semester 2005, the Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. This class may not be repeated for the third or subsequent time without paying the additional tuition. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 semester. More information is available at: https://www1.dcccd.edu/cat0506/ss/oep/third_attempt.cfm

Financial Aid:
If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial
Aid Office. Changes in your enrollment level and failing grades may require that you repay financial aid funds.

The Texas Success Initiative (TSI)
The Texas Success Initiative (TSI) is a statewide program designed to ensure that students enrolled in Texas public colleges and universities have the basic academic skills needed to be successful in college-level course work. The TSI requires assessment, remediation (if necessary), and advising of students who attend a public college or university in the state of Texas. The program assesses a student's basic academic skills in reading, writing, and math. Passing the assessment is a prerequisite for enrollment in many college level classes. Students who do not meet assessment standards may complete prerequisite requirements by taking developmental courses in the deficient area and passing them with a grade of C or higher. Additional information is available at https://www1.dcccd.edu/cat0506/admiss/tsi_requirements.cfm.

Academic Honesty:
Academic honesty is expected, and integrity is valued in the Dallas County Community Colleges. Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion.
As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct published in the DCCCD Catalog. More information is available at https://www1.dcccd.edu/cat0406/ss/code.cfm.

ADA Statement:
If you are a student with a disability and/or special needs who requires accommodations, please contact the college Disability Services Office. (214) 860-8691

Religious Holidays:
Absences for observance of a religious holy day are excused. A student whose absence is excused to observe a religious holy day is allowed to take a make-up examination or complete an assignment within a reasonable time after the absence.

Disclaimer Reserving Right to Change Syllabus:
The instructor reserves the right to amend this syllabus as necessary.
Inclement Weather:
In the event of inclement weather, tune in to local television or radio stations for a report of possible closings of DCCCD locations. You may also call MVC’s inclement weather hotline at 214-860-8888 or visit our college Web site – www.mountainviewcollege.edu.

STOP BEFORE YOU DROP:
For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop.
You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W”. Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access: https://www1.dcccd.edu/coursedrops