PROGRAM CURRICULUM MAP

Program: AEC                  Tech 1 Division
Date Compiled: July 1, 2009

Program Learning Outcomes:

1. Draw objects of various orientations as might be prescribed, draw sections and elevations of objects, and identify the relationships of objects or object features to demonstrate visualization proficiency.
2. Identify or describe the typical characteristics and uses of common construction materials, products, and systems, document them in drawings, and make appropriate selections based on design project requirements.
3. Under supervision of an industry professional, design a residence or small commercial building, and create required construction drawings and a materials estimate for it.
4. Use with reasonable efficiency the latest 2D and 3D CAD software programs to create industry standard architectural and engineering drawings, both constructional and presentational.
5. Describe the AEC industry and careers within the industry, model habits and attitudes for success in professional employment, prepare and present a professional résumé and portfolio, and demonstrate developed interviewing skills in preparation for employment.
6. Demonstrate computation, communication, critical thinking, research, and problem-solving skills as well as a sensitivity and appreciation of diversity and community to perform effectively as a team member in a professional, competitive, and diverse work environment and as a responsible member of the community.

<table>
<thead>
<tr>
<th>Course No.</th>
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<tbody>
<tr>
<td>81 Basic CAD Drafting</td>
<td>1. Create correct single, orthographic, auxiliary, isometric, sectional, pattern, perspective, weld, thread, basic descriptive geometry, and basic architectural technical drawings of simple objects from different types of views or differently oriented views of the objects.</td>
<td>3 ABKN 3 KN n/a n/a n/a n/a n/a n/a 3 ABKN</td>
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<td></td>
<td>2. Create technical drawings containing lines of correct form and weight, symbols, dimensions, and labels and with correct placement of views and appropriate scale.</td>
<td>6 ABKN 3 KN n/a n/a n/a n/a n/a n/a 3 ABKN</td>
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<td></td>
<td>3. Roughly define the terms, concepts, and standards associated with the topics of the course.</td>
<td>2 ABN n/a n/a n/a n/a n/a n/a n/a n/a n/a</td>
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Levels: 1: Knowledge, 2: Comprehension, 3: Application, 4: Analysis, 5: Evaluation, 6: Synthesis
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<tr>
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<tbody>
<tr>
<td>81</td>
<td>4. Demonstrate oral and written communication, computation, and problem-solving skills appropriate to the level of the course.</td>
<td>#1 Level 3 Evaluation ABKN n/a n/a n/a n/a n/a n/a 3 KN 3 ABKN</td>
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<td></td>
<td>5. Report to a workplace regularly and punctually, engage effectively and congenially with peers and supervisors, work from written instructions, use time efficiently for productive work, and meet production deadlines.</td>
<td>#2 Level 3 Evaluation KN n/a n/a n/a n/a 3 ABKN 3 KN 3 ABKN</td>
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<td>110</td>
<td>6. Use the AutoCAD® software program to create drawings from scratch and to modify, manipulate, copy, delete, save, and plot.</td>
<td>#3 Level 6 Evaluation ABKN 3 ABKN n/a n/a 3 ABKN n/a n/a 3 ABKN</td>
</tr>
<tr>
<td>Basic</td>
<td>7. Use the full range of AutoCAD® commands and options, use the keyboard, toolbar, and menu interfaces, and employ shortcuts and time-saving strategies to operate the program at a level of efficiency acceptable for employment as a CAD technician.</td>
<td>#4 Level 6 Evaluation ABKN 3 ABKN n/a n/a 6 ABKN n/a n/a 3 ABKN</td>
</tr>
<tr>
<td>AutoCAD</td>
<td>8. Create, render, and manipulate 3D AutoCAD® drawings and convert 2D drawings to 3D drawings.</td>
<td>#5 Level 6 Evaluation ABKN 3 ABKN n/a n/a 6 ABKN n/a n/a 3 ABKN</td>
</tr>
<tr>
<td>114</td>
<td>9. Report to a workplace regularly and punctually, engage effectively and congenially with peers and supervisors, work from written instructions, use time efficiently for productive work, and meet production deadlines.</td>
<td>#6 Level 6 Evaluation ABKN 3 ABKN n/a n/a 6 ABKN n/a n/a 3 ABKN</td>
</tr>
<tr>
<td>Arch.</td>
<td>10. Roughly define the terms, concepts, and standards associated with the topics of the course.</td>
<td>#7 Level 3 Evaluation ABIKN 3 N/A n/a n/a n/a n/a 3 ABIN 3 IN 3 ABIN</td>
</tr>
<tr>
<td>Graphics</td>
<td>11. Demonstrate oral and written communication, computation, and problem-solving skills appropriate to the level of the course.</td>
<td>#8 Level 3 Evaluation ABIKN 3 N/A n/a n/a n/a n/a n/a 3 IKN 3 ABIKN</td>
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<tr>
<td>114</td>
<td>12. Use the AutoCAD® software program to draw 2D orthographic, pictorial, sectional, and pattern views from real-world objects or from drawings of other types or differently oriented views.</td>
<td>#9 Level 3 Evaluation AKN 3 KN n/a n/a 3 AKN n/a n/a 3 AKN</td>
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<td></td>
<td>13. Use descriptive geometry techniques to find and draw in AutoCAD® the true length, point view, or true shape of a line or plane from given views showing it skewed in all standard planes.</td>
<td>#10 Level 6 Evaluation AKN n/a n/a n/a n/a 6 AKN n/a n/a 3 AKN</td>
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<td></td>
<td>14. Visualize and demonstrate by drawing, sketching, or identifying a prescribed new view of an object.</td>
<td>#11 Level 6 Evaluation ABKN n/a n/a n/a n/a n/a 3 ABKN n/a n/a 3 ABKN</td>
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<td></td>
<td>15. Use the full range of tools in a computer 3D modeling program such as SketchUp® to create, modify, and manipulate 3D drawings of objects to create fly-arounds, walk-throughs, or slideshows of fully rendered models.</td>
<td>#12 Level 6 Evaluation AKN n/a n/a n/a n/a 6 AKN n/a n/a 3 AKN</td>
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<tr>
<td>114</td>
<td>16. Create proportionally correct, rendered, pencil sketches of real-world objects or scenes.</td>
<td>#1</td>
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<td>17. Roughly define the terms, concepts, and standards associated with the topics of the course.</td>
<td>6</td>
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<tr>
<td></td>
<td>18. Demonstrate oral and written communication, computation, and problem-solving skills appropriate to the level of the course.</td>
<td>2</td>
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<td></td>
<td>19. Report to a workplace regularly and punctually, engage effectively and congenially with peers and supervisors, work from written instructions, use time efficiency for productive work, and meet production deadlines.</td>
<td>3</td>
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<tr>
<td>118</td>
<td>20. Discuss and, where appropriate, compare the manufacturing processes, components, sources, varieties, and uses of the basic building materials, products, and systems presented in the course.</td>
<td>n/a</td>
</tr>
<tr>
<td>Constr.</td>
<td>21. Demonstrate model-building and basic drawing/sketching proficiencies in the completion of course construction and graphic communication projects related to the topics of the course.</td>
<td>3</td>
</tr>
<tr>
<td>Materials</td>
<td>22. Describe the CSI format and its purpose, and name at least two-thirds of its divisions.</td>
<td>n/a</td>
</tr>
<tr>
<td>120</td>
<td>23. Participate regularly and appropriately in online discussions about class material, and seek the help of peers, supervisors, or others as needed.</td>
<td>n/a</td>
</tr>
<tr>
<td>Intro.</td>
<td>24. Roughly define the terms, concepts, and standards associated with the topics of the course.</td>
<td>n/a</td>
</tr>
<tr>
<td>to Constr.</td>
<td>25. Demonstrate oral and written communication, computation, and problem-solving skills appropriate to the level of the course.</td>
<td>3</td>
</tr>
<tr>
<td>Drawings</td>
<td>26. Use the AutoCAD® software program to create common construction drawings (foundation plans, floor plans, elevations, framing plans, details, etc.) complete with labels and dimensions for one or more small buildings.</td>
<td>3</td>
</tr>
<tr>
<td>120</td>
<td>27. Design the foundation and the floor, wall, and roof framing of a small residential building.</td>
<td>3</td>
</tr>
<tr>
<td>Intro.</td>
<td>28. Apply the layout, line weight, and other basic drawing and presentation standards to produce drawings of industry standard quality.</td>
<td>3</td>
</tr>
<tr>
<td>to Constr.</td>
<td>29. Roughly define the terms, concepts, and standards associated with the topics of the course.</td>
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<tr>
<td>120</td>
<td>30. Report to a workplace regularly and punctually, engage effectively and congenially with peers and supervisors, work from written instructions, use time efficiently for productive work, and meet production deadlines.</td>
<td>Level Evaluation</td>
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<tr>
<td></td>
<td>31. Demonstrate oral and written communication, computation, and problem-solving skills appropriate to the level of the course.</td>
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<tr>
<td>123</td>
<td>32. Explain and demonstrate the building design process.</td>
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<td>33. Describe and apply reasonable space requirements, code restrictions, site and building orientation constraints, and room proximity standards to development of a residential building design.</td>
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<td></td>
<td>34. Use the AutoCAD® and SketchUp® computer programs (or similar programs) to develop and finalize an architectural design.</td>
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<tr>
<td>124</td>
<td>35. Clearly and adequately explain a design in presentation of it to a group of students or others, and fairly and objectively critique designs and presentations of others.</td>
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<td></td>
<td>36. Report to a workplace regularly and punctually, engage effectively and congenially with peers and supervisors, work from written instructions, use time efficiently for productive work, and meet production deadlines.</td>
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<td>37. Demonstrate oral and written communication, computation, and problem-solving skills appropriate to the level of the course.</td>
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<td>38. List four advantages of using Building Information Model-based CAD software over 2D-based CAD software.</td>
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<td>39. Demonstrate the appropriate software commands to create a 3D building model including the following assemblies: walls, floors, doors, windows, roofs, components, dimensions, and stairs.</td>
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<td>40. Identify the proper method to change the configuration/parameters of the objects listed above [i.e., wall, floor, door, window, roof, component, dimensions, and stair assemblies].</td>
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<td>41. Compose a sheet for printing views of a building.</td>
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<td>42. Demonstrate the loading of components into a building model.</td>
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<td>43. Create a perspective view of a building model.</td>
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<td>124</td>
<td>44. Create a walk-through animation of a building model.</td>
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<td>124 (cont’d)</td>
<td>45. Create a still rendering of a building model.</td>
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<td>124 (cont’d)</td>
<td>46. Print a sheet from a building model set.</td>
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<td>124 (cont’d)</td>
<td>47. Import a vector-based reference drawing into a model file.</td>
<td>n/a</td>
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<tr>
<td>124 (cont’d)</td>
<td>48. Demonstrate oral and written communication, computation, and problem-solving skills appropriate to the level of the course.</td>
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<tr>
<td>127 Civil Engineer’s Drawing</td>
<td>49. Draw, label, and explain property boundary lines of prescribed lengths and directions in either bearing or azimuth formats.</td>
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<td>50. Given point descriptions, draw and label contour lines that indicate topography in land drawings, and “read” contour lines to explain land forms.</td>
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<td>51. Manipulate contour lines in topographic drawings to represent excavations for level building areas or level or inclined driveways and roads with specific or maximum embankment angles.</td>
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<td>52. Use the AutoCAD Civil 3D® software program (or similar program) to set up projects and drawings, place and label points in drawings, import points from datasets, create and manage point groups, create and label property boundary lines, generate and edit contour lines, and display and manipulate 3D models of land surfaces.</td>
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<td>53. Roughly define the terms, concepts, and standards associated with the topics of the course.</td>
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<td>54. Report to a workplace regularly and punctually, engage effectively and congenially with peers and supervisors, work from written instructions, use time efficiently for productive work, and meet production deadlines.</td>
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<td>55. Demonstrate oral and written communication, computation, and problem-solving skills appropriate to the level of the course.</td>
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<tr>
<td>130 Residential Working Drawings</td>
<td>56. Demonstrate the setup and organization of a residential drawing project set using CAD software.</td>
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<td>57. Prepare a brief site data analysis using the current version of the City and County of Honolulu Land Use Ordinance that proves the residential project complies with land use regulations.</td>
<td>n/a</td>
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<td>58. Demonstrate the annotation of a complete set of architectural drawings using text, tags, dimensions, and details.</td>
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<td>130</td>
<td>59. Using CAD software, draw a set of two-story residential construction drawings that include:</td>
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<td>(cont’d)</td>
<td>- A title sheet</td>
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<td></td>
<td>- A site plan</td>
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<td></td>
<td>- A foundation plan</td>
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<td>- A floor framing plan</td>
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<td>- A roof framing plan</td>
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<td>- A floor plan</td>
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<td>- Exterior elevations</td>
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<td>- Interior elevations</td>
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<td></td>
<td>- Building sections</td>
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<td>- Wall section</td>
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<td>- Details</td>
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<td></td>
<td>- A window schedule</td>
<td>3 BGN n/a n/a n/a n/a 3</td>
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<td>- A door schedule</td>
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<td></td>
<td>- A room finish schedule</td>
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<td>60. Report to a workplace regularly and punctually, engage effectively and congenially with peers and supervisors, work from written instructions, use time efficiently for productive work, and meet production deadlines.</td>
<td>3 BGN n/a n/a n/a n/a 3</td>
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<td>61. Using the City and County of Honolulu Land Use Ordinance:</td>
<td>3 ABKN 3 ABKN 3 ABKN 3 ABKI</td>
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<td>- Select the correct zoning required for a particular land use.</td>
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<td>- Identify the correct front, rear, and side yard setbacks.</td>
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<td>- Determine the maximum area or density of development on a parcel of land.</td>
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<td>- Calculate and draw the building envelope for a residential project.</td>
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<td>- Determine the minimum number of parking spaces required for a small commercial project.</td>
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<td>- Determine the minimum number of parking spaces required for a residential project.</td>
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<td>- Describe and draw the standard parking space used in the city and county.</td>
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<td>- Explain at least three reasons for the existence of the land use ordinance.</td>
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<td>- Explain the main difference between the land use ordinance and the building code.</td>
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<td>- Calculate the correct number of loading spaces required for a small commercial project.</td>
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| 131       | • Determine the correct landscaping and screening for a commercial parking lot.  
              • Define what a flag lot is.  
              • Describe the setbacks for a flag lot parcel of land.  
              • Describe the purpose of zoning.  
              • Explain where the building height of a commercial project can be obtained.          | #1 | #2 | #3 | #4 | #5 | #6 |
|           |                                                                                                                                                | Level | Evaluation | Level | Evaluation | Level | Evaluation | Level | Evaluation | Level | Evaluation |
| 135 Intro. To The Built Environ. | 62. Using the Building Code:  
              • Determine the Occupancy/Occupancies for a given building use or uses.  
              • Determine the minimum occupancy separation for two adjacent occupancies.  
              • Define the term Construction Type | n/a | n/a | 3     | ABKN | n/a | n/a | 3     | ABKN | 3     | ABKN | 3     | ABKN |
<p>| 136 Struc. Drawing | 63. Describe the roles of various design professionals in the creation of the built environment.                                                                                   | n/a | n/a | n/a | n/a | n/a | n/a | n/a | n/a | 3     | ABK  | n/a | n/a |
|           | 64. Describe a building by breaking it down into its 2D and 3D fundamental components.                                                                                                                                       | n/a | n/a | 3     | GKL  | n/a | n/a | n/a | n/a | n/a | 3     | GKL  | 4     | KL   |
|           | 65. List the environmental responses of a building to its location.                                                                                                                                                    | n/a | n/a | 3     | GKL  | n/a | n/a | n/a | n/a | n/a | 3     | GKL  | 4     | KL   |
|           | 66. Give a report on a well known architect.                                                                                                                                                                            | n/a | n/a | n/a | n/a | n/a | n/a | n/a | n/a | n/a | 3     | KL   | 3     | EKL  |
|           | 67. Explain some of the coursework taken by architecture students pursuing an architectural degree.                                                                                                                    | n/a | n/a | n/a | n/a | n/a | n/a | n/a | n/a | n/a | 3     | ABKN | n/a | n/a |
|           | 68. Demonstrate oral and written communication, computation, and problem-solving skills appropriate to the level of the course.                                                                                           | n/a | n/a | 3     | AKL  | n/a | n/a | n/a | n/a | n/a | 3     | AKL  | 3     | AEKL |
|           | 69. Prepare floor framing plans for buildings with steel, concrete, and wood structural systems.                                                                                                                    |                 | 3     | KN   | 3     | KN   | n/a | n/a | 3     | KN   | n/a | n/a | 3     | KN   |
|           | 70. Prepare details and sections of buildings with steel, concrete, and wood structural systems.                                                                                                                   |                 | 3     | KN   | 3     | KN   | n/a | n/a | 3     | KN   | n/a | n/a | 3     | KN   |
|           | 71. Demonstrate the use of basic welding symbols.                                                                                                                                                                       |                 | 3     | ABKN | 3     | KN   | n/a | n/a | 3     | KN   | n/a | n/a | 3     | KN   |
|           | 72. Demonstrate the preparation of detail drawing sheets using different scaled drawings.                                                                                                                               |                 | 3     | KN   | 3     | KN   | n/a | n/a | 3     | KN   | n/a | n/a | 3     | KN   |
|           | 73. Use the Sheet Manual to select the proper sectional characteristics for a given structural steel building component.                                                                                             |                 | n/a | n/a | n/a | n/a | n/a | n/a | n/a | n/a | n/a | n/a | n/a | n/a |</p>
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<tr>
<td>#1 Level</td>
<td>#2 Level</td>
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<tr>
<td>136</td>
<td>74. Demonstrate oral and written communication, computation, and problem-solving skills appropriate to the level of the course.</td>
<td>3  ABKN</td>
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<td></td>
<td>75. Report to a workplace regularly and punctually, engage effectively and congenially with peers and supervisors, work from written instructions, use time efficiently for productive work, and meet production deadlines.</td>
<td>3  BKN</td>
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<td>138 138</td>
<td>76. Determine the proper unit of measure for a quantity of specific building components.</td>
<td>n/a</td>
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<tr>
<td>Constr.</td>
<td>77. Define terminology specific to the profession of building estimators.</td>
<td>n/a</td>
</tr>
<tr>
<td>Estimat'g</td>
<td>78. Prepare a quantity take-off for a small building.</td>
<td>n/a</td>
</tr>
<tr>
<td>Field</td>
<td>79. Determine pricing for building components using reference literature and/or estimating software.</td>
<td>n/a</td>
</tr>
<tr>
<td>Shadow</td>
<td>80. Prepare an outline of the sequence of events in the estimating process for a building.</td>
<td>n/a</td>
</tr>
<tr>
<td>Exper.</td>
<td>81. Demonstrate oral and written communication, computation, and problem-solving skills appropriate to the level of the course.</td>
<td>n/a</td>
</tr>
<tr>
<td>139</td>
<td>82. Demonstrate oral and written communication, computation, and problem-solving skills appropriate to the level of the course.</td>
<td>n/a</td>
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<tr>
<td>Field</td>
<td>83. Describe the activities and responsibilities of an architect or engineer based on firsthand observation.</td>
<td>n/a</td>
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<tr>
<td>Shadow</td>
<td>84. Give reports on firsthand experiences in an architectural, engineering, or construction office.</td>
<td>n/a</td>
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<tr>
<td>Exper.</td>
<td>85. Describe dress, conduct, communication, and interpersonal relationships that are appropriate, required, or beneficial in a professional office environment.</td>
<td>n/a</td>
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<td>140</td>
<td>86. Demonstrate the setup and organization of a commercial or multi-family apartment building drawing set using CAD software.</td>
<td>3  BGN</td>
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<tr>
<td>Commerc.</td>
<td>87. Prepare a brief site data analysis using the current version of the City and County of Honolulu Land Use Ordinance that proves the commercial or apartment project complies with land use regulations.</td>
<td>n/a</td>
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</table>
| 140       | 88. Using computer-aided design (CAD) software, create a set of construction drawings for a commercial or multi-family apartment building that includes:  
• A title sheet  
• A site plan  
• A foundation plan  
• A floor framing plan  
• A roof framing plan  
• A floor plan  
• Exterior elevations  
• Interior elevations  
• Building sections  
• Wall sections  
• Details  
• A window schedule  
• A door schedule  
• A room finish schedule | 3 | GN | 3 | GN | 3 | GN | 3 | GN | 3 | GN |
<p>| 89. Demonstrate the annotation of a complete set of architectural drawings using text, tags, dimensions, and callouts. | 3 | BGN | 3 | BGN | 3 | BGN | 3 | BGN | 3 | N | 3 | BGN |
| 90. Describe some of the building areas that need to be addressed when making a commercial or apartment building accessible for handicapped users | n/a | n/a | n/a | n/a | n/a | n/a | n/a | n/a | 4 | BGN |
| 91. Report to a workplace regularly and punctually, engage effectively and congenially with peers and supervisors, work from written instructions, use time efficiently for productive work, and meet production deadlines. | 3 | BGN | n/a | n/a | n/a | n/a | 3 | GN | 3 | N | 3 | GN |
| 92. Demonstrate oral and written communication, computation, and problem-solving skills appropriate to the level of the course. | 3 | BGN | n/a | n/a | n/a | n/a | n/a | n/a | 3 | BGN |
| 141       | 93. Identify the fundamental components of a water supply system. | n/a | n/a | 2 | ABKN | n/a | n/a | n/a | n/a | n/a | n/a | n/a | n/a |
| 94. Identify the fundamental components of a building drainage/waste/vent system. | n/a | n/a | 2 | ABKN | n/a | n/a | n/a | n/a | n/a | n/a | n/a | n/a | n/a |
| 95. Prepare a simple electrical layout and electrical panel schedule. | 3 | ABKN | 3 | ABKN | n/a | n/a | 3 | ABKN | n/a | n/a | 3 | KN |
| 96. Demonstrate the use the Psychrometric Chart in determining human comfort zones. | n/a | n/a | 3 | KN | n/a | n/a | n/a | n/a | n/a | n/a | 3 | KN |
| 97. Identify at least two types of elevators. | n/a | n/a | 2 | ABKN | n/a | n/a | n/a | n/a | n/a | n/a | n/a | n/a | n/a |
| 98. Identify systems and/or components that are used to conserve resources such as electricity and water. | n/a | n/a | 3 | ABKN | n/a | n/a | n/a | n/a | 3 | KN |</p>
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<tr>
<td>141 (cont’d)</td>
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<tr>
<td>99.</td>
<td>Illustrate the different components in the refrigeration cycle.</td>
<td>3 ABKN 3 ABKN n/a n/a n/a n/a n/a n/a 3 KN</td>
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<tr>
<td>100.</td>
<td>Prepare a basic illustration of an air conditioning duct system.</td>
<td>3 ABKN 3 ABKN n/a n/a n/a n/a n/a n/a 3 KN</td>
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<tr>
<td>101.</td>
<td>Report to a workplace regularly and punctually, engage effectively and congenially with peers and supervisors, work from written instructions, use time efficiently for productive work, and meet production deadlines.</td>
<td>n/a n/a n/a n/a n/a n/a 3 KN 3 N 3 KN</td>
</tr>
<tr>
<td>102.</td>
<td>Demonstrate oral and written communication, computation, and problem-solving skills appropriate to the level of the course.</td>
<td>3 BKN 3 BKN n/a n/a n/a n/a n/a n/a 3 BKN</td>
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<tr>
<td>146</td>
<td>Advanced Modeling</td>
<td></td>
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<td>103.</td>
<td>Model 3D primitives using 3D software.</td>
<td>3 GN 3 GN n/a n/a 3 GN n/a n/a 3 GN</td>
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<td>104.</td>
<td>Create 3D objects from 2D objects using modification commands in 3D software.</td>
<td>3 GN 3 GN n/a n/a 6 GN n/a n/a 3 GN</td>
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<tr>
<td>105.</td>
<td>Create 3D models using lights and material modifiers for photorealistic effects.</td>
<td>3 GN 3 GN n/a n/a 6 GN n/a n/a 3 GN</td>
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<tr>
<td>106.</td>
<td>Create a simple animation using 3D software.</td>
<td>3 GN 3 GN n/a n/a 6 GN n/a n/a 3 GN</td>
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<tr>
<td>107.</td>
<td>Export 3D animation movies for viewing using 3D software.</td>
<td>3 GN 3 GN n/a n/a 3 GN n/a n/a 3 GN</td>
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<td>108.</td>
<td>Create complex 3D models using additive and subtractive modeling techniques in 3D software.</td>
<td>3 GN 3 GN n/a n/a 6 GN n/a n/a 3 GN</td>
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<tr>
<td>109.</td>
<td>Report to a workplace regularly and punctually, engage effectively and congenially with peers and supervisors, work from written instructions, use time efficiently for productive work, and meet production deadlines.</td>
<td>3 GN n/a n/a n/a n/a n/a n/a 3 GN 3 N 3 GN</td>
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<tr>
<td>149</td>
<td>Prep for Employ in AEC</td>
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<tr>
<td>110.</td>
<td>Correctly and completely fill out an employment application.</td>
<td>n/a n/a n/a n/a n/a n/a n/a n/a 3 BKN 3 BKN</td>
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<td>111.</td>
<td>Create a professional résumé and well-written cover letter.</td>
<td>n/a n/a n/a n/a n/a n/a n/a n/a 3 BKLN 3 BKLN</td>
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<td>112.</td>
<td>Enumerate some of the common questions that are asked at job interviews, and give a preplanned response to each.</td>
<td>n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a 3 LMN 3 LMN</td>
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<tr>
<td>113.</td>
<td>Create a professional impression of oneself at a job interview and effectively respond to common, uncommon, and even illegal interview questions.</td>
<td>n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a 3 LMN 3 LMN</td>
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<td>114.</td>
<td>Create, maintain, and present a professional portfolio.</td>
<td>n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a 3 GLN 3 GLN 3 GLN</td>
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<td>115.</td>
<td>Model and describe attitudes, work habits, and other factors that relate to success on the job after employment is obtained.</td>
<td>n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a 3 KLMN 3 KLMN</td>
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<td>149 (cont’d)</td>
<td>116. Select appropriate materials for inclusion in a portfolio.</td>
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<td>n/a</td>
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<td>117. Create a layout that accentuates presented work in a portfolio.</td>
<td>n/a</td>
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<tr>
<td></td>
<td>118. Compose and print images of work for inclusion in a portfolio.</td>
<td>n/a</td>
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<tr>
<td></td>
<td>119. Explain the proper use of text in relation to images when presenting a portfolio.</td>
<td>n/a</td>
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Revised September 11, 2012