



EMILY GRIFFITH

TECHNICAL COLLEGE

2020-2021 CAD-BIM Checklist

On the first day of class, you will need:

- *16GB (minimum) USB 2.0 Flash Drive (\$5.00-\$15.00)
- *Architectural Scale (\$5.00-\$8.00)
- *Optional - Construction Calculator with feet and metric conversion (\$25.00 - \$60.00)
- *Optional - 3-Ring Binder
- Required textbook(s) for class. See end of the checklist for more information.

**May be purchased at office supply stores, Walmart, or the store of your choice.*

COVID-19 Part Time Program Hybrid Learning

- Due to COVID-19, this program has been identified as a program that can have instruction take place 100% online until it is safe to return to campus.
- All coursework will take place remotely such as lecture, discussion, activities, and assessments. Students will participate in coursework utilizing a computer off site.
 - This will require students to have access to a reliable internet connection and a computer with video and audio capabilities. If you do not have access to these things, please contact Vivian Jeffcoat, Dean of Instruction, at vivian.jeffcoat@emilygriffith.edu, immediately to learn more about checking out a laptop for class.
- On the days your class would typically meet face-to-face (Mondays and Wednesdays), you will be expected to participate synchronously online using Google Hangouts. On the days that you would not be meeting face-to-face, you will complete readings, virtual labs, and homework.
- Students must be prepared to commit a minimum of 8-10 hours/week of study-time in addition to the 8 hours of weekly class time.
- Students are expected to keep up with classwork by adhering to course assignment schedules.

Computer Skills

- Basic computer skills, including file management in a Windows operating system, are necessary for successful completion of coursework.
- The program is technically intense at times. A firm grasp of computer knowledge is recommended.



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- Please discuss digital literacy support needs with your advisor prior to starting the program.

Accelerated Program

- On the first day of class for a program crucial policy, procedure, and orientation take place. It is expected that all registered students attend on the first day. If a student does not attend on the first day of a program without prior approval from the Instructional Dean or Associate Dean, they will be dropped from the program and encouraged to register at another date.
- Classes are completed at a quick pace, without breaks between classes. One class is covered in its entirety before moving to the next class. Classes range from two to four weeks in length.
- Students need to ensure they have the required book(s) for their next class prior to the end of the previous class. It is recommended that students have all their required textbooks for the program for the first day of class so there is never an issue with falling behind in class due to not having the book.
- In order to access course content online, students must make payment arrangements with the Treasurer's Office prior to the first class. If a student has not made these arrangements, they will not have access to course content and may find themselves behind in class from day one.
- Due to the fast pace of the program, attendance is required for student success.

Internet and Computer Access

- Access to a reliable internet connection outside of class is required in order to complete assignments in the Learning Management System and other online tools.
- Access to a reliable PC/Laptop outside of class is required. In order to run necessary web-based software, it is recommended that the Operating System on the computer students use is a minimum of 64 bits. If student does not have access to a computer with those requirements, please contact Vivian Jeffcoat, Dean of Instruction, at vivian.jeffcoat@emilygriffith.edu, immediately to learn more about checking out a laptop for class.
- Students must have a flash/thumb drive to store course assignments. No files should be stored on classroom laptops or computers.
- Please discuss technology access needs with your advisor and instructor prior to starting class.



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Classroom Logistics

- There is a required new student orientation the week prior to class beginning. You will be contacted by a College of Trades, Industry, and Professional Studies staff member approximately two weeks ahead of the orientation to notify you of the date and time.
- In the College of Trades, Industry, and Professional Studies our programs welcome new students multiple times throughout the year. As a student, you will likely experience being in the classroom with another cohort that may be learning different content than you. We believe this structure enriches the learning experience for all students, as the peer to peer learning that takes place is invaluable.

Required Textbooks: Available for purchase at www.emilygriffith.textbookx.com.

Course Code	Book Title	Author	ISBN
CAD101	Auto CAD and Its Applications Basics 2018	Shumaker, Madsen, Madsen	9781635630619
AEC121	Construction and Building Technology	Keith Blankenbaker	9781605258102
AEC236	Building Codes Illustrated: A Guide to Understanding the 2018 International Building Code	Frances D. K. Ching & Winkel	9781119480358
AEC107	Print Reading for Construction: Residential & Commercial	Brown & Dormueller	9781631269226
CAD224	Residential Design Using Autodesk Revit 2018	Daniel John Stine	9781630571061
CAD227	Design Integration Using Autodesk Revit 2018	Daniel John Stine	9781630570996
CAD219	Autodesk 3DS Max 2018 Fundamentals: Autodesk Authorized Publisher	Ascent - Center for Technical Knowledge	978946571397
BUS217	Writing that Works; How to communicate Effectively in Business	Roman Kenneth	9780060956431



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AEC218	Green Building Illustrated, 1st Edition	Francis D. K. Ching & Shapiro	9781118562376
MGD111	Adobe Photoshop CC Classroom in a Book (2017 Release)	Andrew Faulkner	9780134663456
CAD115	SketchUp for Dummies	Chopra, Huehls	9781119336150
AEC255	No Plastic Sleeves: Portfolio and Self-Promotion Guide for Photographers and Designers	Volk, Currier	9780415711180
AEC255	How to Win Friends * Influence People	Dale Carnegie	9780671027032

If a course and associated books are not listed, it is because materials are provided to the student by the instructor.