

**J. Sargeant Reynolds Community College
Course Content Summary**

Course Prefix and Number: ARC 258 **Credits:** 3

Course Title: Building Codes, Contract Documents & Prof. Office Practices

Course Description:

Covers professional role of the architectural technician with regard to the construction industry. Includes building codes and their effect on specifications and drawings. Teaches purpose and writing of specifications with their legal and practical application to working drawings. Analyzes contract documents for client-architect-contractor responsibilities and duties. Lecture 3 hours per week. 3 credits

General Course Purpose:

Introduces students to the importance and specifics of building codes, specifications and professional architectural office practices necessary for the proper completion of project contract documents for construction projects.

Course Prerequisites and Co-requisites:

None

Student Learning Outcomes:

Upon completing the course, the student will be able to:

- Identify building codes and their effect on specifications and drawings.
- Identify the purpose and writing of specifications to address building code requirements.
- Identify the proper format for construction project documents to meet all legal requirements for contractual relationships between designer and project owner.
- Analyze contract documents for client-architect-contractor responsibilities and duties.

Major Topics to Be Included:

- CSI MasterFormat Index to include its divisions, sections, and subsections.
- ICC Building codes and specific sections applicable to buildings.
- Drawing numbering, dating, and revisions.
- Building code references in project documents.
- Project addendums, their preparation and distribution.
- General conditions, supplemental conditions, bid forms, and requests for proposal.

Effective Date/Updated: December 7, 2023