

- Explain and discuss the various types of contract documents
- Become familiar with building codes, zoning, and inspection.
- Understand basic concepts of estimating, project management and scheduling
- Identify and ascertain information about the careers in construction.

Instructional Materials and References

Required textbook:

- *Textbook: Construction Project Management: A Complete Guide*

Instructional Methods

The class sessions will be divided between lecture by the instructor discussing the topics, completion of assignments, and class participation.

Class Participation

Assignment

Project

Midterm / Final Exam

Assessment Criteria and Methods of Evaluating Students

Projects are assessed according to the following criteria: presentation, composition, concept, overall impact, how well it solves the problem, innovation, degree of challenge or risk, appropriate use of media and effort.

Percentage value: A=90-100% B=80-89% C=70-79% D=60-69% F=0-59%

Academic Policies

Attendance/Participation; Students are required to be present for each Day lecture. Students are responsible to get their lecture information and complete and submit their required assignments for each day.

A student who has been absent due to illness or medical appointment must explain the absence directly to the instructor. VST requires that any student, who cannot fulfill the attendance requirement, be dropped unless the student has made prior arrangements.

Scholastic Dishonesty (Plagiarism); Cheating constitutes academic dishonesty, and in general, will be handled as part of the course grading process. Cheating includes plagiarism. Penalty may be range from no credit for the assignment up to and including exclusion and/or "F" grade for the course.

Outline& Schedule

Day	Class Description	Hours
Day 1	Develop foundational knowledge of the procedures, materials, equipment, and practices that are needed in estimating for any trade or type of construction.	8
Day 2	Develop mathematical skills through practice and application to the construction trade. Calculation of board feet, area, volume of shapes and concrete footings, slabs, and conversions are amongst the topics studied.	8
Day 3	Learn how to read architectural, structural, civil, mechanical and electrical blueprints. Practice looking up information and solving common construction problems by reading the blueprints.	8
Day 4	The first of two hands-on detailed estimating courses in which students learn how to estimate general conditions, site work, excavation, concrete and masonry.	8
Day 5	Learning hands-on estimating and quantity take off activities associated with Metals, Wood, Doors and Windows, Finishes, Electrical, and Mechanical Estimating.	8
Day 6	Develop foundational knowledge of construction materials and processes that utilize these materials. Expand your studies to include materials and processes which are normally encountered by the student in his/her workplace.	8
Day 7	Learn about common construction contract clauses and how to read a contract. Construction disputes, including differing site conditions, claims, delays and construction defects will be studied.	8
Day 8	Learn and apply basic construction planning and scheduling skills. Prepare bar chart schedules and critical path schedules. Read complex project schedules, and understand the basics of project management by scheduling, Employ schedule acceleration methods.	8
Day 9	Study construction costing and apply principles and practices associated with production control and cost awareness to each element of the project. Cost control begins with the estimate and continues through work and cost analysis, ending with project evaluation	8
Day 10	This course provides construction professionals with information that will help them to effectively bid, contract, build and close out green building projects. Explore the green building process from the contractor and subcontractor's points of view.	8

Name of Program	UNDERSTANDING GENERAL CONTRACTING SERVICES
Special Admission Requirements	<ul style="list-style-type: none"> • Must be 18 or older • High School Diploma, GED or equivalent
Graduation Requirements	To graduate, a student must complete cumulative grade of 70.0% or higher and be in good financial standing with VST.
Certification and Licenses	VST Certificate of Completion
Total Clock Hours	This program is 80 hours in length
Final Tests or Exams	None
Maximum Enrollment per cohort	30

Program Name	Tuition	Supplies & Materials	Other Fees	Total Program Charges	Estimate Schedule of Charges
Construction	\$1,900	\$50	\$150	\$2,100	Due on the first day of class