

<u>VST - INTRODUCTION TO GENERAL CONTRACTING</u> <u>PROGAM SYLABUS</u>

Instructor

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Instructor Name	Education – Degrees, Licenses or Certifications held. Courses taught	Work Experience – position held	
Jonathan Bergman	BA in Business Administration. Real Estate License in California and Florida	Decades of commercial and residential experience. CEO and owner of several real estate companies.	

VST Program Code & Title	Number: VST-IGC-1070 Title: Understanding General Contracting Services Program		
Time & Location	Time: Monday- Friday 8am to 4pm Location: Los Angeles		
Instructional Contact Hours	80 Clock hours 10 Days		
Program Description, Method of Instruction and Topics	The Understanding General Contractor Services is an introduction to the construction industry, its parties, and processes. Students will become familiar with the different types of construction, the diverse roles, stages, and processes of a construction project. Students will develop an awareness of safety regulations, safety inspection, construction documents and their uses. Students will develop a working understanding of construction project management topics including estimating, project management, scheduling, close out and pay out.		
Learning Objectives	 Understand and use standard construction terminology Identify the primary professions engaged in construction and their roles in the construction processes. Identify different types of construction Develop an understanding of the materials and processes used in construction Develop an awareness of construction safety regulations and the role of OSHA 		

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	 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.
	<u>Class Participation</u> <u>Assignment</u> <u>Project</u> <u>Midterm / Final Exam</u>
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.

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Outline & Schedule

Day	Day Class Description			
Day 1	Develop foundational knowledge of the procedures, materials, equipment, and practices that are needed in estimating for any trade or type of construction.			
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.			
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.			
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.			
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.			
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	• Must be 18 or older		
Requirements	High School Diploma, GED or equivalent		
Graduation	To graduate, a student must complete cumulative grade of 70.0% or		
Requirements	higher and be in good financial standing with VST.		
Certification and	VST Certificate of Completion		
Licenses			
Total Clock Hours	This program is 80 hours in length		
Final Tests or Exams	None		
Maximum Enrollment	30		
per cohort			

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

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