

Technical College of the Lowcountry
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CET 230 CONSTRUCTION MANAGEMENT

Course Description

This course covers the study of management of construction firms or jobs, including one or more of the following areas: bidding process, contracts, payments, job costs, labor costs, and labor relations.

3 Cr (3 lec/pres, 0 lab, 0 other)

Course Focus

The course is the study of managerial skills, methods, and procedures used in the administration and supervision of construction projects. Students will focus on the contractor's operations in planning, organizing managing, controlling and documenting the construction work. Students will prepare records and reports, use specifications in contract administration, relate to safety regulations, plan construction operations, prepare submittals, RFI's, payment invoices, change orders, and meeting minutes. Students will also become familiar with some negotiation and dispute resolution techniques.

Text and References

Sears, Sears, and Clough, **Construction Project Management**, 5th edition, John Wiley & Sons

Published: 2008

ISBN 978-0-471-74588-4

Course Goals

The following list of course goals will be addressed in the course. These goals are directly related to the performance objectives.

1. Identify construction industry processes
2. Explain organization structures in construction
3. Identify the role of the owner
4. Distinguish the purpose of employing an architect
5. Compare the role of the general contractor
6. Reiterate the position of the code enforcement official
7. Define lump sum contract
8. Differentiate cost-plus contracts
9. Explain guaranteed maximum cost contracts
10. Describe construction document functions
11. Scrutinize bid instructions
12. Examine general conditions contract provisions
13. Explain the concept of risk allocation
14. Identify ways to share liability
15. Investigate purpose of contract drawings
16. Analyze technical specifications
17. Understand the significance of construction submittals
18. Prepare RFI
19. Write correspondence letter
20. Record a daily report
21. Prepare an accident report

22. Record meeting minutes
23. Review Gantt charts
24. Employ critical path method
25. Estimate activity durations
26. Locate precedent activities
27. Monitor production rates
28. Employ time reduction methods
29. Identify construction milestones
30. Employ project cost control procedures
31. Perform equipment cost accounting
32. Prepare purchase orders
33. Write payment applications
34. Review a schedule of values
35. Follow change order procedures
36. Identify quality control procedures
37. Identify construction safety standards
38. Review general OSHA regulations
39. Inspect potential OSHA actions
40. Illustrate project closeout phase actions

Student Contributions

Each student will spend approximately 2.5-5 hours per week preparing for class and completing assignments weekly and will be in class on time.

Students will complete and turn in assignments as specified. In addition, quizzes are to be completed as assigned.

Students will also complete a final exam to demonstrate their knowledge of the material.

All cell phones and pagers must be silenced during class.

Course Evaluation

The grade scale is as follows:	90 – 100 =	A
	80 – 89 =	B
	70 – 79 =	C
	60 – 69 =	D
	Below 60 =	F

Course grades will be determined from the following weighting scheme:

Attendance/Notebook Review/Homework completion	20%
Quizzes	60%
Final	20%

Course Schedule

The class meets for 2.75 lecture/presentation hours per week. Course content will be taught in the order that the content goals are presented in the syllabus.

ADA Statement

The Technical College of the Lowcountry provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the counselor for students with disabilities at (843) 525-8228 during the first ten business days of the academic term.

Academic Misconduct

There is no tolerance at TCL for academic dishonesty and misconduct. The College expects all students to conduct themselves with dignity and to maintain high standards of responsible citizenship.

It is the student's responsibility to address any questions regarding what might constitute academic misconduct to the course instructor for further clarification.

The College adheres to the Student Code for the South Carolina Technical College System. Copies of the Student Code and Grievance Procedure are provided in the *TCL Student Handbook*, the Division Office, and the Learning Resources Center.

Attendance

The College's statement of policy indicates that students must attend ninety percent of total class hours or they will be in violation of the attendance policy.

- Students not physically attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
- Students taking an online/internet class must sign in **and** communicate with the instructor within the first ten calendar days from the start of the semester to indicate attendance in the class. Students not attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
- Reinstatement requires the signature of the division dean.

In the event it becomes necessary for a student to withdraw from the course ***OR if a student stops attending class, it is the student's responsibility to initiate and complete the necessary paperwork.*** Withdrawing from class may have consequences associated with financial aid and time to completion.

When a student exceeds the allowed absences; the student is in violation of the attendance policy. The instructor **MUST** withdraw the student with a grade of "W", "WP", or "WF" depending on the date the student exceeded the allowed absences and the student's progress up to the last date of attendance *or* under extenuating circumstances and at the discretion of the faculty member teaching the class, allow the student to continue in the class and make-up the work. This exception must be documented at the time the allowed absences are exceeded.

Absences are counted from the first day of class. There are no "excused" absences. All absences are counted, regardless of the reason for the absence.

- A student must take the final exam or be excused from the final exam in order to earn a non-withdrawal grade.

A copy of TCL's **STATEMENT OF POLICY NUMBER: 3-1-307 CLASS ATTENDANCE (WITHDRAWAL)** is on file in the Division Office and in the Learning Resources Center.

Hazardous Weather

In case weather conditions are so severe that operation of the College may clearly pose a hardship on students and staff traveling to the College, notification of closing will be made through the following radio and television stations: WYKZ 98.7, WGCO 98.3, WGZO 103.1, WFXH 106.1, WWVW 106.9, WLOW 107.9, WGZR 104.9, WFXH 1130 AM, WLVA 101.1, WSOK 1230 AM, WAEV 97.3, WTOG TV, WTGS TV, WJWJ TV, and WSAV TV. Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. www.tcl.edu/textalert.asp

Emergency Text Message Alert

Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. Participants receive immediate notification of emergency events and weather cancelations via text messaging on their cell phones. Participants can also opt in to receive non-emergency news and announcements. Go to www.tcl.edu. On the homepage, click on “emergency Text Alert at TCL” and fill out the form or go to www.tcl.edu/textalert.asp