



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

BCT 209
Construction Project Management

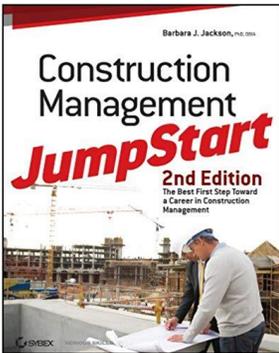
Course Description

This is a course designed with projects using building construction skills.
Credit 3 Lec. 3

Course Focus

Construction managers serve a critical role in the construction of new home. They plan, coordinate, budget, and supervise construction projects from inception to completion. The instructor will help student through the process of building a new residential home.

Text and References



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Course Goals

The following list of course goals will be addressed in the course. These goals are directly related to the performance objectives. (*designates a CRUCIAL goal)

1. Understanding of the building process
2. Oversee and allocate resources
3. Monitor compliance with building and safety codes, and other regulations
4. Interpret and explain contracts and technical information to other professionals
5. Report work progress and budget matters to clients
6. Prepare cost estimates, budgets, and work timetables
7. Analytical Skills: Construction managers must be good at planning for large-scale, multi-step projects.
8. Decision Making: Construction managers must make lots of decisions, such as picking subcontractors, materials, paints, and more.
9. Management Skills: As the boss on site, construction managers must lead their teams, and keep them motivated and focused on the job.
10. Communication: Good writing and speaking skills are needed by construction managers when communicating with employees, writing proposals, subcontractors, procuring materials and dealing with clients.

11. Technical Skills: Construction managers must know construction methodologies, read blueprints and understand other technical aspects of construction.
12. Time-Management: Deadlines are crucial in construction. Making sure that everything is on time and moving smoothly is a critical part of the job.
13. Promote Problem solving
14. Instill Leadership
15. Strong communication skills and the ability to work with different groups of people, from project owners to tradesmen
16. Build Teamwork
17. Time management
18. Document management
19. Experience with finances and budget management
20. The ability to coordinate and oversee a project from start to finish
21. Computer skills and knowledge of construction scheduling software
22. Communicate clearly and effectively to others involved in a project.
23. Delegate tasks to those capable of completing them, or assign workers to oversee areas of a project.
24. Evaluate progression and adherence to deadlines on a routine basis. When something changes, you may need to re-prioritize your planned activities and tasks.
25. Develop problem solving skills by considering potential problems faced in a project. Come up with solutions to problems that others have not considered.
26. Create an environment of teamwork and willingness to help coworkers.
27. Ability to translate organization vision into a project vision.
28. Ability to keep project moving toward successful completion in face of aggressive schedules and discouraging developments.
29. Knowledge of team strengths and weaknesses and ability to effectively utilize team members to complement and support each other. Active feedback to team members and stakeholders.
30. Ability to negotiate win-win agreements.
31. Ability to adapt and deal with situations and manage everyone's expectations through ongoing change.
32. Ability to say "No".
33. Ability to stay calm under pressure. Ability to take responsibility for failures.
34. Ability to earn trust and respect from project's stakeholders.
35. Ability to influence decisions that need to be made to make the project successful.
36. Knowledge of fundamental project management processes, methodologies and tools & techniques and ability to adapt them to organization.
37. Understanding of formal and informal organizational structures.
38. Ability to identify key issues & problems and pick the best choice among alternatives.
39. Ability to make timely decisions and to take action reflective of business objectives.
40. Ability to manage troubled teams/projects and bring them to success.

Student Contributions

The student is expected to be prepared for class and to be in class on time.

Test materials are weighed heavily in favor of lecture materials.

The student will complete all assignments

The student is required to observe and practice all lab safety rules.

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 Schedule

The class meets for 1 lecture per week for 4.0 hours.

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, WLVH 101.1, WSOK 1230 AM, WAEV 97.3, WTOC 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 TextAlert at TCL” and fill out the form or go to www.tcl.edu/textalert.asp

Syllabus Safety Addendum

Purpose

The purpose of this safety addendum is to provide each student with safety guidelines during an incident, emergency, or disaster at TCL. In addition, it provides students guidelines for lockdown procedures, evacuation procedures, and active shooter.

Definition

An incident is any event, potential or actual, that may impact normal operations but has no immediate health or life threatening consideration or serious effect on the overall functional capacity of the College. An event of this nature should be reported to the Office of the Vice President for Administrative Services. Also notify the off-site campus administrator if applicable.

An emergency is any incident, potential or actual, which may endanger life or health or which affects an entire building or buildings, and will disrupt the overall operations of the College. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the college administration during times of crises. An emergency should be reported immediately by directly using **911** if life or health/injury considerations exist and then to the Office of the President or Vice President for Administrative Services as quickly as possible. Also notify the off-site campus administrator if applicable.

A disaster is any event or occurrence that has taken place and has seriously impaired or halted the operations of the College. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, an Emergency Control Center will be activated, and the appropriate support and operational plans will be executed. The disaster should be immediately reported, first by calling **911** and then to the Office of the President or Vice President for Administrative Services. Also notify the off-site campus administrator if applicable.

Types of Emergencies

- Hurricane
- Tornado
- Fire
- Biochemical or Radiation Spill
- Explosion/Bomb
- Downed Aircraft (crash which directly impacts campus operations)
- Utility Failures
- Violent or criminal behavior

Procedures

Active Shooter

Run/hide/fight (<http://www.fbi.gov/about-us/cirg/active-shooter-and-mass-casualty-incidents/run-hide-fight-video>)

Building Evacuation

1. Building evacuations occur when an alarm sounds and/or upon notification by Security or the Emergency Director.
2. When the building evacuation alarm is activated during an emergency, individuals should exit according to the building evacuation plan and alert others to do the same.
3. Once outside, individuals should proceed to a clear area that is at least 500 feet away from the affected building. Streets, fire lanes, hydrant areas and walkways should be kept clear for emergency vehicles and personnel.
4. Individuals should not return to an evacuated building unless told to do so by Security or the Emergency Director.
5. Individuals should assist persons with disabilities in exiting the building. Elevators are reserved for disabled persons

Campus Evacuation

1. A uniformed Security Guard, the Emergency Director, or an Emergency Resource Team member will announce evacuation of all or part of the campus grounds.
2. All persons (students and staff) are to immediately vacate the campus, or in the case of a partial evacuation relocate to another part of the campus grounds as directed.

Lockdown

1. Clear the halls
2. Report to the nearest classroom/office
3. Assist those needing special assistance
4. Ensure classroom/office doors are closed and locked
5. Turn off lights
6. Stay away from doors and windows (out of the line of sight)
7. BE QUIET and follow instructor's directions
8. Silence cell phones
9. Wait for the "All Clear" before leaving

Developed/Revised: October 7, 2019