

BSCI - 7116-001 Contracting Business Summer 2013 On-Line/Distance Certificate Program

Syllabus

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Course Objectives (In no particular order)

1. Understanding how contractors are licensed
2. Understanding corporate management vs. project management
3. Explore and develop a working knowledge of different delivery systems
4. Understand basic principles of contracting and subcontracting
5. Develop a working knowledge of starting a contracting business
6. Understand risk and reward in construction
7. Understand how contractors determine mark-up
8. Develop an understanding of financial documents from a construction perspective
9. Understand project cost control methods and how final project cost is anticipated
10. Develop an understanding of project cash flow and its impact on corporate financial health
11. Managing revisions and change orders during a project
12. Understanding Insurance and Bonds and their differences
13. Understanding basic and common documents used in construction
14. Understand how contractors obtain work and forecast revenues and profits
15. Explore, discuss and apply topics related to ethics in construction

Textbooks/Supplies

Business & Project Management for Contractors-Alabama ISBN -1889834-56-4

All assignments should be on appropriate paper or other professional presentation mediums as required. You will also need certain presentation supplies as required for projects.

Attendance

The Course Objectives above cannot be completed without regularly attending the class. The course average will be reduced at 2 points per contact hour missed on an unexcused basis. Absences will be excused only as enumerated in the Tiger Cub "rules" section. For excused absences, you are responsible for providing a written excuse on the next day you attend class. You are further responsible for obtaining handouts, worksheets, notes, assignments and instructions from a classmate.

No make-up work or tests for unexcused absences.

Special Needs

Students who need accommodations are asked to arrange a meeting during office hours the first week of classes, or as soon as possible if accommodations are needed immediately. If you have a conflict with my office hours, an alternate time can be arranged. To set up a meeting, please contact me by E-mail. Give me a copy of your Accommodation Memo and an Instructor Verification Form.. If you do not have an Accommodation Memo but need accommodations, make an appointment with The Program for Students with Disabilities, 1244 Haley Center, 844-2096 (V/TT).

Grading

TENTATIVE WEIGHTS

10 point scale, 90+ = "A", 80 -89.99 = "B", 70-79.99 = "C", 60-69.99 = "D", 0-59.99 = "F"

Tests	2 @ 30 % ea	= 60%
Assignments, participation, case studies, quizzes, etc..		= 20%
Final Exam (Comprehensive)		= <u>20%</u>
Total		100%

Holidays

July 3, 2013 (No Classes)

Additional Items of Importance

Cell phones, iPhones, Nextel's, or any other device that texts/email/communicates are not welcome in this class. For tests or in-class work requiring calculations, you must be prepared with a calculator. The use of cell phone devices will not be allowed in this capacity.

Homework will be assigned through the term, always due the next class meeting. Written assignments should be done on a word processor. It will not be accepted late.

Grammar and spelling on assignments and tests is taken very seriously and will be graded accordingly.

Academic Dishonesty as defined by the Tiger Cub is not condoned and will be considered a substantial offense. Students engaged in such will be subject to remedy as determined appropriate by the faculty including but not limited to: a). being reported to the University Academic Dishonesty Committee, b). an "F" on the assignment or test, or c). an "F" for the course.

Reading and Videos

There will be assigned reading or videos prior to some classes with discussion at the beginning of class. Not all of the reading material will be assigned from the textbook. It will be your responsibility to be prepared for class which may include you being called on to discuss the topic.

Scheduled Class Meeting Times (All times are CDT)

Class #	Where	Date	Time
1	Auburn	5/7/13	8:00 AM to 5:00 PM
2	Auburn	5/9/13	10:00 AM to 5:00 PM
3	WebEx	5/15/13	6:00 PM to 9:00 PM
4	WebEx	5/29/13	6:00 PM tp 7:20 PM
5	WebEx	6/5/13	6:00 PM to 9:00 PM
6	WebEx	6/19/13	6:00 PM to 7:20 PM
7	WebEx	6/26/13	6:00 PM to 9:00 PM
8	WebEx	7/17/13	6:00 PM to 9:00 PM