

### **Instructor Information**

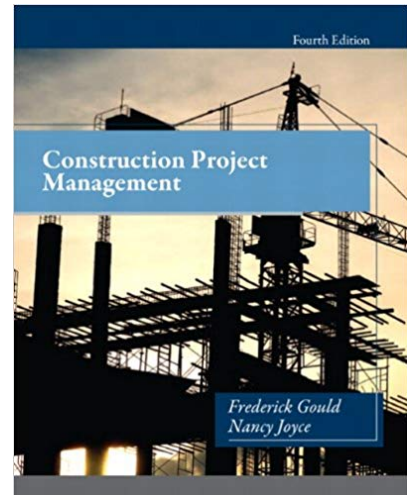
Prof. Eric Busby  
Office: Industrial Technology Building RM 101  
Phone: 432-837-8137

Email: eric.busby@sulross.edu  
Office Hours: By Appointment

**Class Time and Location:** Tuesday & Thursday  
9:30am - 10:45am  
Industrial Technology Building RM 103

### **Required Textbook:**

Construction Management *4th Edition*;  
Author(s): Frederick Gould and Nancy Joyce  
Publisher: Pearson/Prentice Hall; *4th Edition*  
ISBN-10: 0132877244; ISBN-13:978-0132877244



### **Reference:**

Construction Accounting and Financial Management  
Author: Steven J. Peterson  
ISBN 978-0470182710

There will also be additional reading material assigned in the form of handouts that contain industry related information. Students will be responsible for that information on tests and quizzes.

### **Course Description**

This course provides students with an introduction to construction related financial documents including schedule of values, labor and operations cost reports, and construction budgets. Students will have the opportunity to trace the flow of construction dollars from time sheet to balance sheet.

### **Course Goals and Objectives**

This course focuses on the various aspects of construction which involves financial documents and controlling the progress of the work. The primary emphasis of this course will be to help students understand the documents and methods used to manage the cost of labor, materials, and equipment. Each student must develop analytical skills needed to make them a successful construction leader and manager.

**Upon completion of this course the student will be able to:**

- Create written communications appropriate to the construction discipline.
- Analyze construction documents for the planning and management of construction processes.
- Understand project delivery methods and methodologies.
- Understand the schedule of values.
- Demonstrate the ability to make labor and operations cost reports and construction budgets.
- Define and understand the different methods of construction project controls.
- Understand the flow of construction funding from time sheet to balance sheet.
- Understand construction contract document requirements.
- Identify the need for risk management; resource management and project close out.

Additionally, students will be exposed to the conditions that the contractor must perform under to deliver successful projects and to gain a perspective on the types of projects that you might encounter in your career. This class is to be a learning experience, and one that you want to come to each week. As such the class structure, lesson topics, and overall learning environment will emphasize more than just knowledge comprehension.

**Accessibility**

Sul Ross State University is committed to equal access in compliance with the Americans with Disabilities Act of 1973. It is the student’s responsibility to initiate a request for accessibility services. Students seeking accessibility services or accommodations because of physical, mental, or learning disabilities, must contact the Counseling and Accessibility Services Coordinator, Ferguson Hall, Room 112. The mailing address is P.O. Box C-171, Sul Ross State University, Alpine, Texas 79832. Telephone: 432-837-8203.

**Attendance**

Attendance is necessary! Attendance will be taken each scheduled class period in accordance with University and Departmental Policy and will count as part of the daily work grade. Everyone starts with 280 points at the beginning of the semester for class attendance - each unexcused absence will cost 10 of those points. In accordance with the Student Handbook, after 9 hours of absences the student will be dropped from the course with an “F”. If a student is tardy and misses the roll call, they will be charged with one absence. It is up to your professors’ discretion whether an absence is excused or unexcused.

## **Class Structure**

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This course is designed to be a guided study and not just dissemination of information. It will be run on a lecture\discussion\activity format. Lectures will utilize overheads, power points, demonstrations, videos, and visits to the internet. Lectures will be given primarily to enhance and answer questions about the ***material that should have been studied prior to the class period.*** There may be some step-by-step guided practice, individual assistance, and demonstrations during the scheduled class time in areas where there seems to be a need. It is essential that everyone be in attendance for the scheduled meetings for sharing information, demonstrations, activities, and so questions are answered.

## **Time Commitment**

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Students should be prepared to spend at least 4-6 hours per week outside of class on assignments that will include: Homework, Reading Assignments, Lab work and studying for tests and quizzes.

## **Phones & Electronic Devices**

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No electronic devices other than calculators are allowed in the class or lab.

## **Assignments**

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**All assignments are to be submitted via Blackboard. No late work will be accepted without proper documentation or prior approval by the instructor.** Daily work will consist of reading, worksheet pages, and budgeting exercises. The laboratory exercises and projects will be completed together during the scheduled class time. It is essential that everyone be in attendance for the scheduled class meetings.

**Course Communication:** The official e-mail communications channel for this course is the Sul Ross State University e-mail account (yourname@sulross.edu) of each student and professor. For the purposes of this course, no other e-mail account is acceptable.

**Due dates:** All assignments and projects will be given due dates which must be met. All assignments will be due by 11:59 pm on the assigned day. Assignments and projects will not be accepted if they are turned in late without approval. Late assignments will lose ten points per calendar day. Students are responsible for meeting the deadlines even if classes are missed.

**Grading:** All work will be graded on specific criteria using the following guidelines. Any worksheets will be graded on a points-per-answer basis. Any class projects assigned will be graded on a 100 point (percentage) scale. Criteria for grading will include accuracy of content, appropriateness of content for assignment, presentation, and clarity. Projects in the lab will be graded on accuracy, neatness, content, adherence to standards, adherence to assignment, and workmanship. Graded items will be broken into specific categories and presented on grade sheets given at the time the assignments are given.

**THIS SYLLABUS MAY CHANGE AT ANYTIME**

## **Grading Policy**

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Final grades will be determined by totals in these areas:

- 5% quizzes
- 25% final exam (comprehensive)
- 40% daily work assignments: lab work, site visit, and attendance
- 30% final project (group or individual project)

In the event one of the above categories is not completed during the course that percentage will automatically be divided between the other categories at the same level. All assignment points will be converted to percentages for individual assignment letter grades.

A=100-90;

B=89-80;

C=79-70;

D=69-60;

F=59-0

Grades will be earned on the basis that “C” is average work, “B” is above average work, and “A” is well above average work. Barring unusual circumstances, there will be **NO INCOMPLETES** given at the end of this semester.

## **Academic Honesty**

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*All students are expected to complete their own work at all times. Any dishonest conduct will be promptly rewarded with an immediate “F”.*

### **Plagiarism**

*A student guilty of plagiarism and/or cheating will receive a grade of “F” in the course involved and the grade will be so recorded on the transcript. Students giving and receiving assistance in any unauthorized manner during an examination will subject themselves to this cheating policy. A pattern of cheating will result in suspension.*

## **Lab Time**

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As with all the Industrial Technology classes there will be a substantial amount of lab work to be done. Normally 6 hours outside of scheduled class time each week for researching, reading, and general homework is expected for college level work. All required research, lab work, and practice will not be able to be completed within the scheduled class time. There may be some release time from class to complete some of the work. Hours for access to the lab will be announced when set.

## **Supplies**

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There are some expendable supplies you will need for the class such as pencils (lead), erasers, and paper. These supplies may be provided through the department through a set materials fee based on the average material use by students.

## **Storage**

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The lockers in the hallway may be checked out and used for storing your equipment and supplies. These lockers must be signed out with the secretary in the IT main office. You must supply your own lock. Do not leave any of your work or equipment lying around in the lab!

## **Quizzes**

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You will not be given advance notice of quizzes. They will be primarily written in nature. There will be no make-up quizzes.

## **Tests/Exams**

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**All exams will be given on the announced date.** Everything discussed and everything in the assigned reading, including laboratory material, is fair game for tests and quizzes. It is your responsibility to be in attendance the day of scheduled exams. Tests will be either administered through Blackboard or written in nature using various styles of questions covering terminology, equipment, processes, and other items discussed. Attendance for the tests is mandatory; no makeup tests will be given.

## **Midterm Exam**

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There will be no midterm exam given.

## **Final Exam**

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The final exam will be during the week of December 9-11, 2019 or per the university testing schedule. The specific date and time will be announced during the semester. The exam will include written, practical, and analytical portions, and will be comprehensive of the entire semester. Do not make any other plans for that day and time.

IT 3301-003 Construction Project Controls  
Fall 2019

**Tentative Course Outline**

The following is a tentative schedule for the semester. The dates provided are the dates the reading is assigned and the reading is to be completed by the following class day.

<b>Week #</b>	<b>Reading/Subject</b>
1	Introduction to course, Schedule Office Hours Visit, Schedule Job Site Visit
2	Chapter 1: The Construction Industry
3	Chapter 2: Project Participants
4	Chapter 3: Organizing and Leading the Construction Project
5	Chapter 4: Project Delivery Methods
6	Chapter 5: Project Chronology
7	Chapter 6: Construction Services during Design
8	Chapter 11: Controlling Project Cost, Time, and Quality
9	Chapter 10: Project Planning and Scheduling
10	Chapter 9: Estimating Project Costs
11	Chapter 7: Bidding and Procurement
12	Chapter 12: Project Administration
13	Chapter 8: Construction and Closeout
14	Chapter 13: Construction Law
15	Chapter 14: Construction Safety and Health
16	<b>Final Exam</b>