

# CONSTRUCTION MANAGEMENT CERTIFICATE

**Saturdays**  
**April 28, May 5, 12 and 19, 2012**  
**9:00 am to 3:00 pm**

**Location**

The Small Business Development Center  
York College/CUNY  
Science Building, Room 131  
94-50 159th St.  
Jamaica, NY 11451

Free parking available

Registration fee: \$100.00 for  
Queens/Brooklyn/Long Island firms  
or Port Authority M/W/S/DBE  
certified firms. \$150.00 Others

Make Checks Payable to:  
"Fund for the City of NY"

Send registration form to:  
Regional Alliance for Small Contractors  
P.O. Box 20094, PABT  
New York, NY 10129

Please fax form to (212) 268-7509  
Email: [pcamargo.rascny@verizon.net](mailto:pcamargo.rascny@verizon.net)  
Website: [www.regional-alliance.org](http://www.regional-alliance.org)  
For more information call 212-268-2991

The Regional Alliance for Small Contractors in partnership with PACE University and NYS Small Business Development Center is offering a Construction Management Certificate program. This innovative program sponsored by The Port Authority of NY & NJ will lead to a certificate in Construction Management and qualifies for 22.5 hours of continuing education (NYS Approval #C-1420).

The objective of this program is to present and discuss the management of construction projects during their accomplishment in the field. The coursework is designed for contractors, engineers, designers and others in the construction industry. The course covers the fundamentals of construction management which includes construction cost and estimating, blueprint reading, project scheduling and contract administration.

**COURSE TOPICS**

**Blueprint Reading** — The Blueprint Reading session will cover contract documents and construction working drawings for reinforced concrete, steel, wood frame, and masonry construction, as well as some mechanical and electrical construction. Topics include: floor plans; elevations; sections; details; symbols; schedules; specifications; and abbreviations for architectural and engineering drawings.

**Estimating** — An overview of the theory, procedures and practices used to develop project estimates and the final bid price. An overview of the introduction of the different types of estimates, documents review and pit-falls, specification review, methods of quantity take-off, introduction to addenda, bulletins and change orders, how to develop unit costs will be covered including an in-class quantity takeoff from construction drawings.

**Project Scheduling** — An overview of the basic principals of modern project management, the project planning processes and knowledge areas as defined. Learn to use these processes to successfully plan and execute projects. Topics include: definition of project scope; planning and sequencing of project deliverables; creating the project schedule; cost estimation and budgeting; executing the project plan and keeping the project on track; risk identification and analysis; selecting the project manager; building the project team; managing project changes; tracking project progress and communication management; and successfully closing the project.



**Contract Administration** — An overview of a solid foundation in the areas of Contract Administration. Learn that harmonious relations can bring enormous productivity gains to your workforce. Topics include: understanding the processes and rights and obligations of the parties; assist unit determination; representation proceedings; negotiations; contract administration; arbitration and engage in resolution of disputes; interpretation of contract language; limitations: laws, regulations and other agreements.

**In order to receive a certificate of completion, students MUST attend all four sessions from 9:00 am to 3:00 pm**

**REGISTER TODAY!!! SPACE IS LIMITED!!!**

Enclosed is my check for \$ \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Please provide your individual email, confirmation notices will be sent only via e-mail.

York College



THE STATE UNIVERSITY OF NEW YORK

