



THE PORT AUTHORITY OF NY & NJ



CONSTRUCTION MANAGEMENT CERTIFICATE PROGRAM

**NYS approved
for continuing
education credits**

**Saturdays
October 11, 18, 25 and
November 1, 2014
9:00 am to 3:00 pm**

**Peninsula Preparatory Academy
611 Beach 20th Street
Far Rockaway, NY 11691**



The Regional Alliance for Small Contractors in partnership with the Rockaway Development & Revitalization Corporation is offering a certificate in Construction Management. This program is sponsored by The Port Authority of NY & NJ and qualifies for continuing education hours (NYS Approval #C01420).

The objective of this program is to present & discuss the management of construction projects 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 materials and methods, blueprint reading, construction cost and estimating, project scheduling & contract administration.

COURSE TOPICS

Blueprint Reading— Overview of construction working drawings for reinforced concrete, steel, wood frame, and masonry construction, as well as some mechanical and electrical construction, including floor plans, elevations, sections, details, symbols, schedules, specifications, and abbreviations for architectural & engineering drawings.

Estimating — 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, document 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 — Overview of the basic principals of modern project management, the project planning processes & 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 — Overview of a solid foundation in the areas of Contract Administration. 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.

Please note all 4 sessions must be attended in order to get a certificate of completion.

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.

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

**Registration fee: \$100.00 for M/W/SBE
Port Authority certified firms
All others \$150.00**

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

Fax completed form to:(212) 268-7509

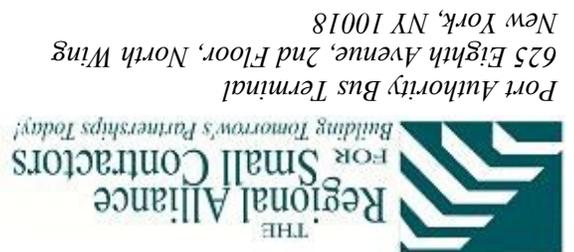
**Mail registration with payment to:
Regional Alliance for Small Contractors
P.O. Box 20094, PABT
New York, NY 10129**

**For More Information call 212-268-2991
Email: pcamargo.rascny@verizon.net
Website: www.regional-alliance.org**

Construction Management Program

*Sponsored by
The Port Authority of NY & NJ*

*Please register now... space is limited!
Look inside for details!!!*



*Port Authority Bus Terminal
625 Eighth Avenue, 2nd Floor, North Wing
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