



## **TMGT 336.001W CONSTRUCTION COST ESTIMATING COURSE SYLLABUS: FALL 2017**

**Instructor:** Debbie Kim, Assistant Professor

**Office Location:** AG/ET 126H

**Office Hours:** MW 12:30 pm – 3:00 pm

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**Preferred Form of Communication:** Email

**Communication Response Time:** Emails received during a week will be responded within 48 hours under normal circumstances. Emails received during a weekend will be responded in the following week in an order received. There may be occasions when this time frame cannot be met due to unforeseen circumstances.

### **COURSE INFORMATION**

#### **Textbook(s) Required:**

Construction Estimating Using Excel, 3<sup>rd</sup> Ed., Steven J. Peterson, Prentice Hall.  
ISBN-13: 978-0134405506, ISBN-10: 0134405501

#### **References:**

RS Means Cost Data: Student Edition, RS Means, 2012. ISBN-13:  
97801118335901, ISBN-10: 1118335902

#### **Course Description**

Study of the principles and application of construction estimating including quantity takeoff, pricing of materials, classification of work, labor, overhead, specifications, bid procedures, and project scheduling. (Prerequisite: MATH 142 or MATH 176)

#### **Student Learning Outcomes**

Upon successful completion of this course, students will be able to:

1. Learn plan reading and quantity takeoff.
2. Learn bid documents, estimating process, and conceptual cost estimating.
3. Learn how to estimate the construction costs of commercial buildings, which may include foundations, concrete structures, steel structures, carpentry, roofing and flashing, masonry, floor systems, painting, and plumbing.

*Syllabus/schedule subject to change*

## **COURSE REQUIREMENTS**

### **Instructional Methods / Activities Assessments**

1. This course is an *instructor-led* fully online course. This means students should follow a schedule of the course specified by the instructor.
2. All communications will be made via announcements and discussion boards on eCollege or via emails.
3. All course materials and lecture notes will be provided on eCollege.
4. You will be asked to submit all assignments online.
5. You need to complete exams whenever available on the course website.
6. Students' grades for assignments, discussions, quizzes and exams will be posted on eCollege.

### **Student Responsibilities**

It is a student's responsibility to log in to MyLeo in a timely manner to read announcements, access necessary course materials, submit assignments and answer quiz questions whenever required. Students can set up their MyLeo account such that they will receive notifications via emails and/or text messages from MyLeo when there are new updates on our course website. For more details about how to access the course website, read all the subsections of Section ACCESS AND NAVIGATION in page 4 of this syllabus.

## **GRADING**

### **Grading Scale**

Final grades in this course will be based on the following scale:

- A = 90%-100%
- B = 80%-89%
- C = 70%-79%
- D = 60%-69%
- F = 59% or Below

### **Assessments**

Student's final grade will be assessed based on the following:

1. Assignments and/or Quizzes 20%
2. Course Project 20 %
3. Midterm 30%
4. Final exam 30%

## TECHNOLOGY REQUIREMENTS

- To fully participate in enhanced courses you will need to use a current Flash enabled browser. For PC users, the suggested browser is Google Chrome or Mozilla Firefox. For Mac users, the most current update of Firefox is suggested.
- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
  - 512 MB of RAM, 1 GB or more preferred
  - Broadband connection required courses are heavily video intensive
  - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution
- You must have a:
  - Sound card, which is usually integrated into your desktop or laptop computer
  - Speakers or headphones.
  - \*For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.
- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: [JAVA web site](http://www.java.com/en/download/manual.jsp)  
<http://www.java.com/en/download/manual.jsp>
- Current anti-virus software must be installed and kept up to date.
- Run a browser check through the Pearson LearningStudio Technical Requirements website. [Browser Check](http://help.ecollege.com/LS_Tech_Reg_WebHelp/en-us/#LS_Technical_Requirements.htm#Browset)  
[http://help.ecollege.com/LS\\_Tech\\_Reg\\_WebHelp/en-us/#LS\\_Technical\\_Requirements.htm#Browset](http://help.ecollege.com/LS_Tech_Reg_WebHelp/en-us/#LS_Technical_Requirements.htm#Browset)

Running the browser check will ensure your internet browser is supported.

Pop-ups are allowed.

JavaScript is enabled.

Cookies are enabled.

- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
  - [Adobe Reader](https://get.adobe.com/reader/) <https://get.adobe.com/reader/>

- [Adobe Flash Player](https://get.adobe.com/flashplayer/) (version 17 or later)
- [Adobe Shockwave Player](https://get.adobe.com/shockwave/)
- [Apple Quick Time](http://www.apple.com/quicktime/download/)
- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.
- For additional information about system requirements, please see: [System Requirements for LearningStudio](https://secure.ecollege.com/tamuc/index.learn?action=technical)

## ACCESS AND NAVIGATION

### **Pearson LearningStudio (eCollege) Access and Log in Information**

This course will be facilitated using Pearson LearningStudio, the learning management system used by Texas A&M University-Commerce. To get started with the course, go to [myLeo](http://www.tamuc.edu/myleo.aspx).

**You will need your CWID and password to log in to the course. If you do not know your CWID or have forgotten your password, contact Technology Services at 903.468.6000 or [helpdesk@tamuc.edu](mailto:helpdesk@tamuc.edu).**

It is strongly recommended you perform a "Browser Test" prior to the start of your course. To launch a browser test, login to Pearson LearningStudio, click on the "My Courses" tab, and then select the "Browser Test" link under Support Services.

### Pearson LearningStudio Student Technical Support

Texas A&M University-Commerce provides students technical support in the use of Pearson LearningStudio.

Technical assistance is available 24 hours a day/ 7 days a week.

If you experience LearningStudio (eCollege) technical problems, contact the LearningStudio helpdesk at 1-866-656-5511 (toll free) or visit [Pearson 24/7 Customer Support Site](http://247support.custhelp.com/) <http://247support.custhelp.com/>

The student help desk may be reached by the following means 24 hours a day, seven days a week.

- **Chat Support:** Click on '*Live Support*' on the tool bar within your course to chat with a Pearson LearningStudio Representative.
- **Phone:** 1-866-656-5511 (Toll Free) to speak with Pearson LearningStudio Technical Support Representative.

### Accessing Help from within Your Course

Click on the '*Tech Support*' icon on the upper left side of the screen inside the course. You then will be able to get assistance via online chat or by phone.

Note: Personal computer problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, an Internet cafe, or a bookstore, such as Barnes & Noble, etc.

### **Policy for Reporting Problems with Pearson LearningStudio**

Should students encounter Pearson LearningStudio based problems while submitting assignments/discussions/comments/exams, the following procedure **MUST** be followed:

1. Students must report the problem to the help desk. You may reach the helpdesk at 1-866-656-5511.
2. Students **MUST** file their problem with the helpdesk and obtain a helpdesk ticket number
3. Once a helpdesk ticket number is in your possession, students should email me to advise me of the problem and to provide me with the helpdesk ticket number
4. At that time, I will call the helpdesk to confirm your problem and follow up with you

**PLEASE NOTE:** Your personal computer/access problems are not a legitimate excuse for filing a ticket with the Pearson LearningStudio Help Desk. You are strongly encouraged to check for compatibility of your browser **BEFORE** the course begins and to take the Pearson LearningStudio tutorial offered for students who may require some extra assistance in navigating the Pearson LearningStudio platform. **ONLY** Pearson LearningStudio based problems are legitimate.

### myLeo Support

Your myLeo email address is required to send and receive all student correspondence. Please email [helpdesk@tamuc.edu](mailto:helpdesk@tamuc.edu) or call us at 903-468-6000 with any questions about setting up your myLeo email account. You may also access information at [myLeo](https://leo.tamuc.edu). <https://leo.tamuc.edu>

### Learner Support

Go to the following link [One Stop Shop](http://www.tamuc.edu/admissions/onestopshop/)- created to serve you by attempting to provide as many resources as possible in one location.

<http://www.tamuc.edu/admissions/onestopshop/>


Go to the following link [Academic Success Center](http://www.tamuc.edu/campusLife/campusServices/academicSuccessCenter/)- focused on providing academic resources to help you achieve academic success.

<http://www.tamuc.edu/campusLife/campusServices/academicSuccessCenter/>

## FREE MOBILE APPS

The Courses apps for phones have been adapted to support the tasks students can easily complete on a smaller device. Due to the smaller screen size course content is not presented.

The Courses app is free of charge. The mobile Courses Apps are designed and adapted for different devices.

	<b>App Title:</b>	<b>iPhone – Pearson LearningStudio Courses for iPhone</b> <b>Android – LearningStudio Courses - Phone</b>
	<b>Operating System:</b>	<b>iPhone</b> - OS 6 and above <b>Android</b> – Jelly Bean, Kitkat, and Lollipop OS
	<b>iPhone App URL:</b>	<a href="https://itunes.apple.com/us/app/pearson-learningstudio-courses/id977280011?mt=8">https://itunes.apple.com/us/app/pearson-learningstudio-courses/id977280011?mt=8</a>
	<b>Android App URL:</b>	<a href="https://play.google.com/store/apps/details?id=com.pearson.lshone">https://play.google.com/store/apps/details?id=com.pearson.lshone</a>

Once downloaded, search for Texas A&M University-Commerce, and it should appear on the list. Then you will need to sign into the myLeo Mobile portal.

The Courses App for Android and iPhone contain the following feature set:

- View titles/code/Instructor of all Courses enrolled in online
- View and respond to all discussions in individual Courses
- View Instructor Announcements in individual Courses
- View Graded items, Grades and comments in individual Courses
- Grade to Date
- View Events (assignments) and Calendar in individual Courses
- View Activity Feed for all courses
- View course filters on activities
- View link to Privacy Policy
- Ability to Sign out
- Send Feedback

### **LEARNINGSTUDIO NOTIFICATIONS**

Students can be alerted to course activities via text on their mobile phones or up to two email addresses.

Based on their preferences, students can automatically receive a push notification with every new: course announcement, threaded discussion post, grade, and/or assignment without having to login to the course. Enrolled students will automatically receive email notifications for announcements and can opt out of this feature. To receive text notifications, students must opt in.

To begin setting up notifications, go into your course in LearningStudio and click on the bell-shaped Notifications icon on the main menu ribbon.

By default the student's university email address will appear. This cannot be changed in LearningStudio. Additional email addresses may be added by clicking the Add button. After all of the other selections are completed be sure to click the Save and Finish button.

### **COMMUNICATION AND SUPPORT**

#### **Interaction with Instructor Statement**

Because this course is a fully online course, students will communicate with the instructor via announcements and discussion boards on MyLeo and via

emails. When you send emails please add "[Course Prefix and #-Section#]" in the subject title so that I recognize which course and section you are inquiring about.

## **COURSE AND UNIVERSITY PROCEDURES/POLICIES**

### **Course Specific Procedures:**

#### **Assignment and Exam Policy**

1. All assignments should be submitted electronically using Dropbox on the course website of eCollege.
2. No late assignment will be graded unless a permission was given in advance. If a late submission was allowed, 70 % of the full grade will be awarded for this submission.
3. All exams and quizzes should be completed using Quiz on eCollege.
4. No submission of exams or quizzes will be accepted outside eCollege.
5. No late submission is allowed for exams and quizzes.

#### **Syllabus Change Policy**

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

### **University Specific Procedures:**

#### **Student Conduct**

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](http://www.tamuc.edu/admissions/registrar/documents/studentGuidebook.pdf).  
<http://www.tamuc.edu/admissions/registrar/documents/studentGuidebook.pdf>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: [Netiquette](http://www.albion.com/netiquette/corerules.html)  
<http://www.albion.com/netiquette/corerules.html>

#### **TAMUC Attendance**

For more information about the attendance policy please visit the [Attendance](http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx) webpage and [Procedure 13.99.99.R0.01](http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx).  
<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>



## **Academic Integrity**

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

### [Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

### [Graduate Student Academic Dishonesty 13.99.99.R0.10](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf>

## **ADA Statement**

### Students with Disabilities

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

#### *Student Disability Resources and Services*

Texas A&M University-Commerce  
Gee Library- Room 162  
Phone (903) 886-5150 or (903) 886-5835  
Fax (903) 468-8148  
Email: [StudentDisabilityServices@tamuc.edu](mailto:StudentDisabilityServices@tamuc.edu)

## **Nondiscrimination Notice**

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

## **Campus Concealed Carry Statement**

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized

to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

## TMGT 336 CONSTRUCTION COST ESTIMATE COURSE OUTLINE / CALENDAR

Week	Subjects		
	Subject	Reading	Assignment
1 8/28–9/1	Introduction to Course PART I-1: Introduction to Estimating	Chapters 1	
2 9/4 – 9/8	PART I-2: Overview of the Estimating and Bidding Process <i>(Labor Day)</i>	Chapter 2	Read Chs. 4 & 5 (36 pp)
3 9/11 – 9/15	PART II-1: Fundamentals of Quantity Takeoff PART II-2: Concrete	Chapters 4 and 5	Read Chs. 6 & 7 (19 pp)
4 9/18 – 9/22	PART II-3: Masonry and Metals	Chs. 6 and 7	Read Ch. 8 (27 pp)
5 9/25 – 9/29	PART II-4: Woods	Ch. 8	Read Ch. 16 (16 pp)
6 10/2 – 10/6	PART II-5: Earthwork <i>(2017 ASC Educator Conference)</i>	Ch. 16	Read Chs. 19 and 20 (14 pp)
7 10/9-10/13	Part III-1: Material Pricing and Labor Productivity and Hours	Chs. 19 and 20	Read Chs. 21 and 22 (19 pp)
8 10/16-10/20	Midterm Exam		
9 10/23-10/27	PART III-2: Labor Rates and Equipment Costs <i>(2017 SEAoT Annual Conference)</i>	Chs. 21 and 22	Read Chs. 23 & 24 (7 pp)
10 10/30–11/3	PART III-3: Crew Rates and Subcontract Pricing	Chs. 23 and 24	Read Chs. 25 & 26 (19 pp)
11 11/6-11/10	PART III-4: Markups and Pricing Extensions	Chs. 25 and 26	Read Chs. 27 & 28 (12 pp)
12 11/13-11/17	PART III-5: Avoiding Errors in Estimates PART IV-1: Submitting the Bid	Chs. 27 and 28	Read Chs. 29 & 30 (7 pp)
13 11/20-11/24	PART IV-2: Project Buyout and Estimate as the Basis of the Schedule <i>(Thanksgiving Holidays)</i>	Chs. 29 and 30	
14 11/27-12/1	Final Project Preparation		
15 12/4-12/8	Final Project Preparation		
16 (TBD)	Final Exam		