

CNST 3903-001
COURSE SYLLABUS

Course:	Construction Process Simulation
Semester:	Fall 2009
Classroom:	Building H – Classroom H-324
Class Schedule:	Monday and Wednesday, 8:00 p.m. – 8:50p.m. (lecture), 9:00-9:50 (lab)
Grading:	Four Projects: 25% each (15% written submission, 10% presentation) Letter grading as follows: A=90-100, B=80-89, C=70-79, D=60-69, F=<60
Instructor:	Sonia Johnson Toson, J.D./M.B.A.
Telephone	678.915.5551
Office:	H-342A; Office Hours: Mondays & Wednesdays 1:000-3:30pm, Tuesday, Thursday and Friday by appointment only
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Course Description:

CM 3903 Construction Process Simulation 2-2-3

Prerequisites: CM 4510, CM 4560, CM 4710, CM 3620 (General), CM 3420 (General), ACCT 2101 (Specialty), CM 3480 (Specialty)

Organization of the construction firm is covered in this course. Financing of the firm, marketing the various construction services of the firm and exploring the economics which are unique to the construction industry are analyzed. Strategic planning and planning for growth of a construction firm are included in the course. Insurance, bonding, employee development, and labor relations are studied. The continuing relationships with clients, bankers, bonding companies and design professionals are explored.

Course Objectives:

Students will be introduced to the fundamental management concepts today's construction professional should know, and will be provided practical insight into the recognition of organizational, administrative, financial, and legal issues and strategic growth and risk management relative to construction businesses.

Learning Outcomes

After completing this Ethics and Communication course students will be able to:

- Execute a detailed marketing plan for a construction company
- Project cash flow for the company and accurately analyze company financial statements
- Utilize effective employee management techniques
- Understand the bidding process and how it affects the construction company as a whole
- Maintain accurate accounting records of the company for management and tax reporting purposes
- Properly finance a new construction company
- Understand the contractor-subcontractor relationship and its effect on the construction company

Important Details regarding in-class lectures and hand-outs:

You are responsible for all information distributed or covered during class. Please come to class having already read the chapters to be covered that evening as classroom participation is important. If you miss class, it is up to you to follow up with your classmates regarding missed notes, etc. Although each class corresponds with an assigned chapter or chapters from the text, there may be other information discussed or distributed in class that is not covered in the text.

A copy of handouts distributed in class will normally be provided to the construction office. It is your responsibility to obtain these handouts from the office if you miss class. Please do not email the faculty regarding missed notes or handouts unless there are unusual circumstances involved.

Projects

All projects are to be completed as a collaborative effort in groups and will be submitted online via WebCT/Vista. No late project submissions are accepted. Should you have technical issues while completing a project, please immediately visit the Vista **Online Support Center** at <http://help.view.usg.edu>. Most questions can be answered by searching the knowledge base topics, and live support is also available 24 hours a day. *Please also note the times for scheduled maintenance (<http://www.usg.edu/gaview/support/maint-schedule.phtml>) of the Vista system and plan your submissions accordingly.*

GeorgiaVIEW Vista 8 will be unavailable during scheduled maintenance.
The maintenance dates and times are as follows:

Maintenance Begins 10:00pm	Maintenance Ends 7:00am
Friday, August 21	Saturday, August 22
Friday, September 4	Saturday, September 5
Friday, September 18	Saturday, September 19
Friday, October 2	Saturday, October 3
Friday, October 16	Saturday, October 17
Friday, October 30	Saturday, October 31
Friday, November 13	Saturday, November 14
Friday, November 27	Saturday, November 28
Friday, December 11	Saturday, December 12
Saturday, December 26	Sunday, December 27
http://www.usg.edu/gaview/support/maint-schedule-fall-2009.phtml	

CELL PHONE and PERSONAL DEVICE POLICY

The use of cell phones/PDAs/pagers during class will not be tolerated. Turn them OFF before entering class and they are to remain off until the class is completed. The classroom environment will be treated the same way as if this was a corporate meeting in a large conference room in which your boss was delivering a presentation. He/she would not tolerate their use and a "wise" young employee would probably shy away from their use in order to prevent their discharge from the firm as a result of their rudeness.

Use of cell phone/PDA/Pager/blackberry etc. during class will result in the dismissal of the student from that particular class and the receipt of a "zero" for that class's particular assignment, exercise, exam, quiz, etc. The second use of the device during class will result in the withdrawal of the student from the class by the instructor. Withdrawal of the student by the instructor after the official "drop date" will result in the grade of a "WF" for the student.

Course Schedule of Lectures and Assignments:

The attached outline is intended to represent the general format of the class. The instructors may make changes if it is determined that such changes: (1) will better suit the needs of the students or (2) are necessary to resolve scheduling conflicts.

Class	Date	Subject	Tasks
1	08/24-08/26	Overview / Introduction to Course	
2	08/31-09/02	2. The Role of a Construction Entrepreneur/Manager	
3	09/07-09/09	13. Banking and Finance ***LABOR DAY (9/7)	
4	09/14-09/16	3. Sales Marketing and Business Development	Project #1 due: 9/14 Presentations: 09/14-09/16
5	09/21-09/23	15. Creating a Market Niche	
6	09/28-9/30	4. Establishing and Maintaining a Client Base	
7	10/05-10/07	7. Effective Bidding	
8	10/12-10/14	8. Building it! – The Relationship between Business Management and Field Operations	Project #2 due:10/12 Presentations: 10/12-10/14
9	10/19-10/21	9. Construction Accounting and Financial Management	
10	10/26-10/28	6. Controlling Company Finances	

Class	Date	Subject	Tasks
11	11/02-11/04	10. Contracts, Contracts, Contracts!!! Project #1 Due (Available 10/31/2009 at 11:59pm – <i>Note scheduled maintenance</i>)	
12	11/09-11/11	11. Managing Construction Employees	Project #3 due: 11/09 Presentations: 11/09-11/11
13	11/16-11/18	12. Managing Subcontractor Relationships	
14	11/23-11/25	14. Insurance and Bonding ***THANKSGIVING BREAK (11/26)	
15	11/30-12/02	5. Ethics and Other Business Considerations	
16	12/07-12/09	Final Presentations	Project #4 due: 12/07 Presentations: 12/07-12/09

***NOTE: This syllabus represents an expectation for the general format of the class, and is subject to change at any time at the discretion of the instructor.