

**Construction Management Department
California State University, Chico**

**CMGT 105 – Computer Applications in Construction Management
Course Syllabus**

A. Prerequisites:

None

B. Meeting Time & Location:

CMGT 105-1	Class #5500	M/W	8:00AM – 09:50AM	O’Connell, Room 337
CMGT 105-3	Class #5502	M/W	11:00AM – 12:50M	O’Connell, Room 337
CMGT 105-5	Class #5791	M/W	1:00PM – 02:50M	O’Connell, Room 337

C. Instructor:

TBD tdb@csuchico.edu
Office Hours: TBD
Office Location: TBD
Office Phone: TBD

D. Catalog Description:

Coursework introduces foundational technical computing for Construction Managers. It introduces commercial software commonly used in the management and control of construction projects. Application areas include office suite of programs, paperless workflows, estimating, and scheduling.

E. Course Learning Outcomes (CLO):

Upon successful completion of this course, the student will:

1. Understand how to construct and create a professional resume with and a cover letter (**Introduce: ACCE-SLO #1**).
2. Create and deliver an oral presentation (**Introduce: ACCE-SLO #2**).
3. Use industry popular software for paperless workflows, estimating and scheduling (**Introduce: ACCE-SLO #5, 10**)
4. Apply intermediate user-level skills to an office suite of software including word processing, spreadsheet, and presentation software (**Introduce: ACCE-SLO #10**).
5. Solve construction industry specific mathematics including architectural and engineer scale conversions, dimension stringing, and layout.
6. Develop and apply job interview skills.

Student Learning Outcomes (SLO):

The American Council for Construction Education (ACCE) prescribes 20 Student Learning Outcomes (SLO) as Educational Objectives for an undergraduate degree program in Construction Management. For a list of these 20 SLOs visit the Chico State Department of Construction Managements website www.csuchico.edu/cm and the SLO link under ACCE Accreditation drop down menu.

The following SLOs are supported by this course in the form of I=Introduction, R=Reinforced, or DA-Direct Assessment:

- SLO 01 – Create written communication appropriate to the construction discipline (I).
- SLO 02 – Create oral presentations appropriate to the construction discipline (I).
- SLO 05 – Create construction project schedules (I).
- SLO 10 - Apply electronic-based technology to manage the construction process (I).

ACCE Direct Assessment Mapping:

<u>SLO</u>	<u>CLO</u>	<u>Assessment Type</u>	<u>Week</u>	<u>Target</u>
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There are no direct assessments performed in the course

F. Course Resource Materials Requirements:

Textbook: There is no required textbook for this class.

However, reading material will be presented for the student, as required, via Bbl.

Course Pack: There is no course pack anticipated for this course.

Laptop Computer: A computer will be required for assigned activity work. There are no university provided computers in classroom. **You are responsible to have a PC based laptop or install a windows operating system on your Mac computer (dual boot environment only!).**

G. Course Requirements:

Conduct

I believe that students are adults and you will be treated and respected as such. Simply put, this means that you will be held accountable for your actions, decisions, and the consequences. I expect each of you to conduct yourself in a professional and mature manner, showing courtesy and respect for fellow students and the instructor. Please review the Universities Disruptive Behavior policy under section M of this document.

- **During class time any disruptive or annoying behavior, outbursts, unbecoming language, or personal visiting during discussion time will result in you being asked to leave and forfeit that day's participation points.**
- **Your personal agenda must be set aside during class time for the greater good of all your classmates.**

Honesty in the Classroom

You are expected to be familiar with the University's policy on academic integrity. As such, there will be no tolerance for dishonesty, sharing of work, and especially copied work. Ethical standards as established by the university will be strictly upheld (see THE UNIVERSITY CATALOG).

Tobacco Products

The use of any type of tobacco product (smokeless, chewable or otherwise) is not permitted in any building at California State University, Chico. If you chew tobacco products, please refrain during class time.

Electronic Devices

The use of pagers, phones, MP3 players and other electronic devices (excluding laptops) is not permitted in class. If you must take a call (work or emergency), please EXIT the classroom before answering the call.

Withdrawal from Class

Please refer to the Academic Calendar Deadlines as published in the University Catalog.

Professional Work

As a student looking towards gaining an internship within the construction industry, *it is expected that your completed work will be professional in presentation*. Consider this course as practice in presenting professional quality industry work to your future employer.

H. Instructional Methods:

This course is designed around the following methods of presenting material to the student:

1. Class discussions and assigned readings.
2. Activities to be started in class (finished outside of class time as necessary), which are designed to reinforce the students learning process of reading plans and specifications.
3. Quizzes to expand the student's construction vocabulary, comprehension of discussion material, and assigned readings.

I. Assignments:

Out of class work will be assigned on a regular basis. *Completed assignments will be collected at the beginning of class*; please bring your work pre-printed to class for submission.

Readings

Readings will be noted in the course calendar. You are encouraged to have the required reading completed prior to class, as this will facilitate your comprehension of discussion materials.

Activities

There will be weekly activities assigned to reinforce your understanding of the current classroom discussion material. These activities are intended to build your skills in reading building plans and specification, by discipline, and continue your development in using common industry software.

Group Work

You are encouraged to study and work in groups, however all submitted work must be your own original work.

Course Work Binder

You will be required to keep all course work in a tabbed binder (provided). This requirement will be grading during exams and is a requirement for successful completion of the course.

J. Assessments:

Assessments are the basis of determining your ability to create, analyze, apply, and understand the Course Learning Outcomes (CLO) and Student Learning Outcomes (SLO) provided by ACCE. Instructional target goals have been established (as noted above) and the results of the

assessment in these areas will be used to determine the success of the student and instructor for this course.

Exams

There will be three exams, each at given at approximately third points of the semester. Normally there will not be a make-up for anyone missing an exam. *If a student is unable to take an exam due to an emergency or illness, or is entitle to special dispensation the instructor should be notified in advance.* **Non-excused absences will yield a score of zero. Failure to turn in the exam with your answer sheet will yield a score of zero.** No makeup exams will be given, except for a serious and compelling reason as outlined by the University Catalog.

Participation, Attitude, and Attendance

A portion of your course grade will be based on participation, attitude and attendance.

Advisory Note!

- **Attendance/Participation is documented at the END of each class, this is a major consideration in determining your participation points.**
- **It's your responsibly to "sign out" at the end of each class period. Please remind me if the roll sheet has not been distributed by the end class.**

K. Grading/Evaluation:

All point totals shown are approximate and subject to revision during the course of the semester.

Evaluation Criteria	Points	% of Final Grade	Weighting
<u>Quizzes, Course Binder, Participation</u>			25.0%
Participation	80 points	6.9%	
Course Binder	40 points	3.4%	
<u>Exams</u>			40.0%
Exam 1	100 points	13.8%	
Exam 2	100 points	13.8%	
Exam 3	100 points	13.8%	
<u>Activities</u>			35.0%
10 Activities	40 / each	<u>48.3%</u>	
		100.0%	100.0%

Grades are generally assigned by the following distribution, although the professor reserves the right to modify the distribution.

A = 94 -100% (Exceptional)	C+ = 77 – 79% (Above Average)
A- = 90 – 93% (Excellent)	C = 70 – 76% (Average)
B+ = 87 – 89% (Very Good)	D = 60 – 69% (Inadequate)
B = 83 – 86% (Good)	F = < 60% (Failing)
B- = 80 – 82% (Adequate)	

L. Topical Outline:

Refer to the course work calendar posted on Blackboard Learn.

M. University Policies and Campus Resources:

Disruptive Behavior

Students are required to adhere to the behavior standards articulated in the Campus Policies and Code of Student Conduct, and to refrain from disrupting classes and other academic settings. "Disruptive behavior" means conduct that materially and substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting. Disruptive behavior includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to an instructor's appropriate classroom rules or instructions, or interferes with the normal operations of the University.

Disruption in the classroom may include:

- Persistent speaking without permission.
- Side conversations.
- Excessive talking.
- Engaging in activities not related to the class, or other overt inattentiveness including but not limited to sleeping, talking to others, doing work for another class, checking e-mail, and exploring the Internet.
- Ringing cell phones or using a cell phone.
- Using mobile devices or laptop computers in the classroom for non-course related purposes.
- Eating/drinking in class without permission.
- Monopolizing class discussion and refusing to defer to instructor, or listen to others; persisting when the instructor has indicated that the student's remarks are off topic and it is time to move on.
- Chronically entering late/leaving early, moving about the classroom when not appropriate for the classroom activity.
- Filming, photographing, or taping the class without the instructor's prior permission.
- Disputing authority or arguing with faculty and other students.
- Yelling, arguing, swearing, bullying, or other harassing or intimidating behavior.
- Inappropriate, disrespectful, or uncivil responses to the comments, opinions, presentations, etc. of others in the classroom.
- Physically or verbally abusive conduct.
- Failure to adhere to the instructor's rules or instructions.
- Vulgar or obscene language, slurs or other forms of intimidation.
- Threats of any kind.
- Improper use of equipment, materials or resources.
- Destruction of property.
- Coming to class under the influence of alcohol or another controlled substance.
- Bringing individuals to class who are not enrolled, including infants/children.
- Any behavior that puts the health or safety of the instructor or other students in the classroom in jeopardy.

Academic integrity

Students are expected to be familiar with the University's Academic Integrity Policy and the University's policy on academic honesty. I take this issue very seriously, and will not tolerate any form of dishonesty such as plagiarism or cheating. Your own commitment to learning, as evidenced by your enrollment at California State University, Chico, and the University's Academic Integrity Policy requires you to be honest in all your academic course work. Faculty members are required to report all infractions to the Office of [Student Judicial Affairs](#). The policy on [academic integrity](#) and other resources related to student conduct can be found at the Student Judicial Affairs website.

Campus Policy in Compliance with the American Disabilities Act

If you need course adaptations or accommodations because of a disability, or if you need to make special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible, or see me during office hours. The policy for Disability access and Compliance are found [here](#).

Special accommodations for exams require ample notice to the testing office and must be submitted to the instructor well in advance of the exam date.

Disability Services

Any student who feels s/he may need an accommodation based on the impact of a disability should contact me privately to discuss your specific needs. Students with disabilities requesting accommodations must register with the [ARC Office](#) (Accessibility Resource Center) to establish a record of their disability.

Student Learning Center

The mission of the [Student Learning Center](#) (SLC) is to provide services that will assist CSU, Chico students to become independent learners. The SLC prepares and supports students in their college course work by offering a variety of programs and resources to meet student needs. The SLC facilitates the academic transition and retention of students from high schools and community colleges by providing study strategy information, content subject tutoring, and supplemental instruction. The University Writing Center has been combined with the Student Learning Center.

N. Other:

Title IX: Confidentiality and Mandatory Reporting

As an instructor, one of my responsibilities is to help create a safe learning environment on our campus. I also have a mandatory reporting responsibility related to my role as an instructor. It is my goal that you feel able to share information related to your life experiences in classroom discussions, in your written work, and in our one-on-one meetings. I will seek to keep information you share private to the greatest extent possible. **However, I am required to share information regarding sexual misconduct with the University.** Students may speak to someone confidentially by contacting the [Counseling and Wellness Center](#) or [Safe Place](#).