

**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 #2996	MW	8:00 AM – 9:50 AM	THMA 106
CMGT 105-3	Class #5335	MW	10:00 AM – 11:50 AM	THMA 106

C. Instructors:

Lindsay Poulin	lpoulin1@csuchico.edu
Office Hours	Tuesday's 5:30pm-6:30pm, and by Apt.
Office Location:	Zoom

Brian Old	bold@csuchico.edu
Office Hours:	Mon. & Wed. – noon to 1pm, and by Apt.
Office Location:	OCNL 326

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. Apply intermediate user-level skills to an office suite of software including wordprocessing, spreadsheet, and presentation software (**Introduce: ACCE-SLO #10**).
2. Understand how to construct and create a professional resume with and a cover letter (**Introduce: ACCE-SLO #1**).
3. Create and deliver an oral presentation (**Introduce: ACCE-SLO #2**).
4. Solve construction industry specific mathematics including architectural and engineer scale conversions, dimension stringing, and layout (**Introduce: ACCE-SLO #11**).
5. Operate industry popular software for paperless workflows, estimating and scheduling (**Introduce: ACCE-SLO #4, 5, 10**).
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 04 – Create construction project cost estimates (I).
- SLO 05 – Create construction project schedules (I).
- SLO 11 – Apply basic surveying techniques for construction layout and control (I).
- SLO 10 - Apply electronic-based technology to manage the construction process (I).
- SLO 14 – Understand construction accounting and cost control (I).

ACCE Direct Assessment Mapping:

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

F. Course Resource Materials Requirements:

Textbook: There is no required textbook for this class, however; video tutorials will be presented for the student to watch, as required, via Bbl.

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

Laptop Computer: Students are expected to have their own computer for assigned work both during class sessions for in class activities as well as outside of class to complete take-home assignments.

Advisory Note!

- *Mac Computers are not recommended for CMGT students as they are not compatible with all software used for all CMGT courses.*
- *It is possible to use a Mac throughout your CMGT courses but it will require formatting the hard drive to also use a Windows Operating System.*
- *If you already have a Mac and intend to use it throughout your CMGT classes, the following link directs you to Apple’s website to Install a Windows Operating System on your Mac. <https://support.apple.com/en-us/HT201468>*
- *If you plan on purchasing a new laptop for your studies, please make sure it meets the Minimum CMGT System Requirements: [CMGT Laptop Minimum System Requirements](#)*
- *Mac computer users – Mac’s word processing program creates “.pages” files, which are not the same as word files. Pages files are not compatible with Blackboard. If you use Mac word processing software, make sure to convert all word processing files to “.docx” file format. **Any uploads in the “.pages” file format will receive a grade of a zero for that assignment. No exceptions.***

G. Course Requirements:

Conduct

We 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.

Advisory Note!

- *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).

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.

Vaccination and Face Covering Requirements

All students are required to complete their COVID-19 Vaccination Self-Certification by 8/15/2022. For additional information regarding this requirement please visit <https://www.csuchico.edu/coronavirus/vaccinecertification-student.shtml>.

Chico State may at any time require the use of an approved face covering which covers the nose and mouth in all indoor campus spaces and in order to participate in this course when in person. When face coverings are optional, they are always welcome on campus. You will be notified if face coverings are required.

Policies and requirements regarding COVID-19 are subject to change pursuant to campus, local, state and/or federal guidelines. Please note that dishonesty relating to the vaccination policy and/or your failure to comply with any COVID-19 related safety policy or mandate may result in disciplinary action against you through the office of Student Conduct, Rights and Responsibilities, which can include suspension or expulsion from the California State University system.

It is very important for students to contact the COVID-19 hotline if they become symptomatic, believe they have been exposed, or have tested positive for COVID-19. The hotline is (530) 898-2222 or covidhotline@csuchico.edu.

H. Instructional Methods:

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

1. Class lectures and discussions.
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 comprehension of discussion material and activities.

I. Assignments:

Out of class work will be assigned on a regular basis. *Completed assignments are to be submitted on the due dates shown in Blackboard.* Assignments **emailed** to the instructor, left at the CM office, or left my office/inbox will not be accepted. Assignments must be complete in order to be accepted for credit. Incomplete work, especially late incomplete work, will receive a zero. Assignments uploaded to blackboard must be in the proper file format (usually PDF, Excel, or Word). Mac file types will not be accepted for credit (Pages). File type for each assignment will be included in the directions.

Advisory Note!

Late work will not be accepted, unless an accommodation has been made due to a serious and compelling reason, conveyed to and agreed upon by the instructor in writing (email), prior to the original due date.

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 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.

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.

Quizzes

Quizzes will be given based upon the assigned course content. Quizzes will be issued via Blackboard and given as posted in the course calendar.

Advisory Note!

- *There will be NO make-up quizzes, unless arrangements have been confirmed with the instructor **prior to the due date.***
- *It is your responsibility to manage due dates for all assignments in all course. Quiz due dates are found in blackboard in 'My Grades' or in the quiz link.*

Exams

There will be three exams. ***If a student is unable to take an exam due to an emergency or illness, or is entitled to special accommodations, the instructor must be notified in advance of***

the exam. Non-excused absences will yield a score of zero. No makeup exams will be provided, except for a serious and compelling reason as outlined by the University Catalog.

Participation, Attitude, and Attendance

Participation points will be assigned for each day’s class session. Points will vary depending on the content covered and work performed.

Advisory Note!

- *Attendance/Participation is documented during each class, this is a major consideration in determining your participation points.*
- *It’s your responsibly to verify your attendance/participation is documented at the end of each class period, by signing in, or submitting and in-class activity*

K. Grading/Evaluation:

Passing Grade - A grade of a “C” or better is required to pass this class. If you receive a “D” or below you will need to re-take this course before you can proceed to the next courses in the CMGT Flow Chart.

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

Evaluation Criteria	Points	Weighted % of Final Grade	Category Weighting
<u>Participation & Quizzes</u>			23%
Participation	80 points	10%	
5 Quizzes	10 pts/ea	8%	
Video Tutorial Quizzes	100 points	5%	
<u>Exams</u>			33%
Exam 1	100 points	11%	
Exam 2	100 points	11%	
Exam 3	100 points	11%	
<u>Activities</u>			44%
13 Activities	40 pts / ea	44%	
		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 – 79.9% (Above Average)
A-	=	90 – 93.9% (Excellent)	C	=	70 – 76.9% (Average)
B+	=	87 – 89.9% (Very Good)	D	=	60 – 69.9% (Inadequate – Not Passing)
B	=	83 – 86.9% (Good)	F	=	<59.9% (Failing – Not Passing)
B-	=	80 – 82.9% (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.

Office of Accessible Technology and Services (OATS)

The Office of Accessible Technology & Services (OATS) works with staff, faculty, students, administrators and community members to ensure technology access for individuals with disabilities. If you have any issues accessing the course material in a format that suits your needs, please do not hesitate to contact OATS to discuss possible options to make the course content more accessible.