

## **NASHVILLE STATE COMMUNITY COLLEGE**

Business, Applied Arts & Technologies Division

### **Architectural Engineering Technology Program**

#### **Course Syllabus**

#### **ACT 2440 SPECIFICATIONS AND ESTIMATING**

**3 Credits**

**2 Class Hours, 2 Laboratory Hours**

This is an advanced level course that provides instruction in owner / contractor / architect-engineer responsibilities, construction document relationships, the bidding process, contracts, and quantity estimating. General Conditions of the Contract for Construction; estimate types; contracts; the CSI format; bonds and insurance; specifications and bidding; estimating procedure, overhead, labor, and equipment; and the preparation and calculation of quantity surveys.

**Prerequisites: CIT 1220**

#### **Computer Usage:**

1. MS Excel and Timberline software will be used in the class.

#### **Course Learning Outcomes:**

Course learning outcomes will be developed through written and oral presentations, lectures, class discussions, group and individual participation, and written and verbal problem solving.

At the completion of this course the student should be able to:

1. Understand the role of specifications in construction contracts.
2. Understand the components of a set of contract documents.
3. Know the purpose of the AIA General Conditions of the Contract for Construction.
4. Know techniques and procedures in performing quantity take-offs for a variety of materials used in residential and commercial construction.
5. Solve problems related to construction take-offs using simple mathematical concepts.
6. Perform a complete takeoff for a Residential House and a Commercial Building.

#### **TEXTBOOK:**

Construction Estimating, Leonard P. Toenjes, 2008, American Technical Publishers, Inc.

## Grading Policy

Tests 2	20%
Garage Estimate	20%
House Estimate	20%
Commercial Building Estimate	20%
Attendance and Participation	10%
Homework	10%
Total	100%

## Grading Scale:

The point total will be converted to percentages and applied to the following grading scale

A 100-90; B 89-81; C 79-70; D 69-60; F 59 - below

## Lab/Studio time

Additional open Studio/lab time will be available as scheduled.

Students may also use the Studio during other scheduled class times if space is available and with the permission of the instructor present.

## Attendance Policy

Students are expected to attend all scheduled classes and laboratories. Every student will be permitted two excused absences for the semester. Unexcused absences beyond that will result in the deduction of two (2) percentage points for each class/lab session absence from the student's final grade. If a student is absent from a class, he/she should give advanced notice via email to the instructor. The student is responsible for all assigned work/tests and/or quizzes in the course for an excused absence. Assigned Work/tests and/or quizzes cannot be made up for an unexcused absence. Tardiness may also affect a student's final grade

Failure to attend class will result in a final course grade of "FA" or "FN" (see explanation below) depending on the individual instructor's course policy.

FA= failure, attendance-related (unofficial withdrawal) Last recorded date of attendance required.

FN= failure, never attended class (unofficial withdrawal)

## Student Communication Channels

It is the student's responsibility to check NS online (D2L course shell) and MyNSCC email on a regular basis. These are the official communication channels between the college and students. Students are responsible for the information communicated through those channels. D2L contains specific course information and MyNSCC contains information important for other purposes.

## Early Warning System

Nashville State Community College has implemented an Early Warning System to notify students via e-mail about academic problems such as poor classroom attendance, poor performance on assignments/tests, poor communication skills, late/missing assignments, and/or lack of classroom participation. Please note that Early Warning Alerts do not affect a student's academic standing.

## **ADA Compliance Statement**

Nashville State complies with the Americans with Disabilities Act. If you wish to request any special accommodations for any courses in which you are enrolled, contact the Student Disabilities Office at 353.3721.

## **Classroom Misconduct**

Nashville State Community College has a zero tolerance policy for disruptive conduct in the classroom. Students whose behavior disrupts the classroom will be subject to disciplinary sanctions. Please consult your Student Handbook for more specific details.

The instructor has primary responsibility for control over classroom behavior and maintenance of academic integrity. He/she can order temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or in conduct which violates the general rules and regulations of the College.

Disruptive behavior in the classroom may be defined as, but is not limited to, behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students and professors, repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught, failure to cooperate in maintaining classroom decorum, etc.), the continued use of any electronic or other noise or light emitting device which disturbs others (e.g., disturbing noises from beepers, cell phones, palm pilots, lap-top computers, games, etc.).

Please be aware that children are not allowed in class or unattended on campus.

## **Academic Dishonesty (Honor Code)**

Any form of academic dishonesty, cheating, plagiarizing, or other academic misconduct is prohibited.

“Plagiarism may result from: (1) failing to cite quotations and borrowed ideas, (2) failing to enclose borrowed language in quotation marks, and (3) failing to put summaries and paraphrases in your own words (A Writer’s Reference 331). Academic dishonesty may be defined as, but is not limited to, intentionally trying to deceive by claiming credit for the work of another person, using information from a web page or source without citing the reference, fraudulently using someone else’s work on an exam, paper, or assignment, recycling your own work from another course, purchasing papers or materials from another source and presenting them as your own, attempting to obtain exams/materials/assignments in advance of the date of administration by the instructor, impersonating someone else in a testing situation, providing confidential test information to someone else, submitting the same assignment in two different classes without requesting both instructor’s permission, allowing someone else to copy or use your work, using someone else’s work to complete your own, altering documents, transcripts or grades, and forging a faculty/staff member’s signature.

In addition to other possible disciplinary sanctions that may be imposed through regular college procedures as a result of academic dishonesty the instructor has the authority to assign an “F” or a “Zero” for the exercise, paper, or examination or to assign an “F” for the course. Students may appeal through the appropriate college grade appeal procedures.

## **Inclement Weather Policy**

In the event of an inclement weather event, check the Nashville State web site home page at [www.nsc.edu](http://www.nsc.edu) for announcements on campus closures. Campus closures will also be announced on local television stations (channels 2, 4, 5, and 17).

When classes are cancelled, an online assignment will be posted in NS Online. Check your NS Online email for a message from your instructor regarding your online assignment requirements. Even though classes may be cancelled, some areas, i.e. Testing Center, may be open. However, you should check before commuting to campus.

The Vice President for Academic Affairs and the Director of Security are responsible for cancellation decisions during an inclement weather event for the Nashville State main campus and the Southeast campus. Cookeville, Waverly, and Dickson Campus Directors will make class cancellation decisions based on conditions in their respective areas. Decisions about class cancellations are based on actual conditions, not forecasts. The perspective used for making decisions is that of the college as an employer, not as a K-12 institution. **Students should use their own best judgment in determining whether to report to campus during inclement weather when classes are not cancelled.**