



# Fall 2018

Receive a:

## CONSTRUCTION MANAGEMENT CERTIFICATE

Saturdays  
October 13, 20, 27 and  
November 3  
9:00 am to 3:00 pm

Location  
NJIT Campus  
University Heights  
Newark, NJ 07102

For More Information please call  
212-268-2991

Email  
pcamargo.rascny@verizon.net

Website  
www.regional-alliance.org



The Regional Alliance for Small Contractors in partnership with New Jersey Institute of Technology is offering a Construction Management Certificate program. This innovative program, sponsored by NJ TRANSIT, will lead to a certificate in Construction Management and 1.6 Continuing Education Units to each student who successfully completes the course.

The objective of this program is to present and discuss the management of construction projects during their accomplishment in the field. The coursework is designed for contractors, engineers, designers and others in the construction industry. The course covers the fundamentals of construction management which includes construction cost and estimating, blueprint reading, project scheduling and contract administration.

Eligible candidates must be certified as Minority, Women, Small/Disadvantaged Business Enterprise (M/W/S/DBE) with NJ TRANSIT. All others will be considered only if space is available.

### COURSE TOPICS

**Blueprint Reading** — The Blueprint Reading session will cover contract documents and construction working drawings for reinforced concrete, steel, wood frame, and masonry construction, as well as some mechanical and electrical construction. Topics include: floor plans; elevations; sections; details; symbols; schedules; specifications; and abbreviations for architectural and engineering drawings.

**Estimating** — An overview of the theory, procedures and practices used to develop project estimates and the final bid price. An overview of the introduction of the different types of estimates, documents review and pit-falls, specification review, methods of quantity take-off, introduction to addenda, bulletins and change orders, how to develop unit costs will be covered including an in-class quantity takeoff from construction drawings.

**Project Scheduling** — An overview of the basic principals of modern project management, the project planning processes and knowledge areas as defined. Learn to use these processes to successfully plan and execute projects. Topics include: definition of project scope; planning and sequencing of project deliverables; creating the project schedule; cost estimation and budgeting; executing the project plan and keeping the project on track; risk identification and analysis; selecting the project manager; building the project team; managing project changes; tracking project progress and communication management; and successfully closing the project.

**Contract Administration** — An overview of a solid foundation in the areas of Contract Administration. Learn that harmonious relations can bring enormous productivity gains to your workforce. Topics include: understanding the processes and rights and obligations of the parties; assist unit determination; representation proceedings; negotiations; contract administration; arbitration and engage in resolution of disputes; interpretation of contract language; limitations: laws, regulations and other agreements.

**In order to receive a certificate of completion, you MUST attend all four sessions from 9:00 am to 3:00 pm**

## REGISTRATION

Registration fee: \$100.00 for NJ TRANSIT M/W/S/DBE certified firms. \$150.00 Others

To register and pay online visit our website:  
www.regional-alliance.org

Make Checks Payable to:  
"Fund for the City of NY"

Mail or Fax completed registration form to:  
Regional Alliance for Small Contractors  
P.O. Box 20094, PABT, New York, NY 10129  
Please fax form to (212) 268-7509

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

E-Mail: \_\_\_\_\_