



## INSTRUCTIONAL PACKAGE

CET 245

Cost Estimating

Effective Term

Spring 2020

# INSTRUCTIONAL PACKAGE

## **PART I: COURSE INFORMATION**

Effective Term: Spring 2020

COURSE PREFIX: CET 245

COURSE TITLE: Cost Estimating

CONTACT HOURS: 5.0

CREDIT HOURS: 3.0

### **RATIONALE FOR THE COURSE:**

Study of estimating concepts involving methods and calculations used to prepare material quantity takeoffs and determine unit pricing of material, labor, and equipment. This course also includes the calculation of general conditions costs and overhead and profit markups. Lab assignments will include print reading, search of building construction unit prices, and preparation of estimating forms in MS Excel or other estimating software.

### **COURSE DESCRIPTION:**

This course includes a study of project cost and scheduling through the use of proven construction estimating techniques.

### **PREREQUISITES/CO-REQUISITES:**

COMPASS Algebra 46 or SAT Mathematics 440 or ACT Math 21 or Credit level [MAT 175](#) Minimum Grade of C or Credit level [MAT 175](#) Minimum Grade of TC or Credit level [MAT 101](#) Minimum Grade of C or Credit level [MAT 101](#) Minimum Grade of TC or Credit level [MAT 110](#) Minimum Grade of C or Credit level [MAT 110](#) Minimum Grade of TC

### **REQUIRED MATERIALS:**

Please visit the Bookstore online site for most current textbook information. Use the direct link below to find textbooks.

[BOOKSTORE](#).

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

### **ADDITIONAL REQUIREMENTS:**

Calculator  
Architectural and Engineering scales  
Construction prints

### **TECHNICAL REQUIREMENTS:**

Use of MS Excel, MS Word, and Blueprint Reading.  
Access to Desire2Learn (D2L), HGTC's student portal for course materials.  
WaveNet and D2L email access.

### **STUDENT IDENTIFICATION VERIFICATION**

Students enrolled in online courses will be required to participate in a minimum of one (1) proctored assignment and/or one (1) virtual event to support student identification verification. Please refer to your Instructor Information Sheet for information regarding this requirement.

**CLASSROOM ETIQUETTE:**

As a matter of courtesy to other students and your professor, please turn off cell phones and other communication/entertainment devices before class begins. If you are monitoring for an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate.

**NETIQUETTE:** is the term commonly used to refer to conventions adopted by Internet users on the web, mailing lists, public forums, and in live chat focused on online communications etiquette. For more information regarding Netiquette expectations for distance learning courses, please visit [Online Netiquette](#).

**PART II: STUDENT LEARNING OUTCOMES**

**COURSE LEARNING OUTCOMES and ASSESSMENTS\*:**

**Outcomes:**

- Gain an understanding of the estimating process
- Learn to prepare a quantity takeoff
- Determine material pricing
- Determine hourly labor rates
- Determine equipment costs
- Develop quantity takeoff sheets using MS Excel
- Calculate concrete construction costs
- Calculate masonry construction costs
- Calculate steel construction costs
- Calculate wood construction costs
- Calculate roofing and insulation construction costs
- Calculate interior finish construction costs
- Compute soil excavation quantities
- Compute asphalt, curb and gutter and landscaping quantities
- Compute utility pipe quantities
- Calculate site work construction costs
- Gain knowledge of subcontractor’s pricing
- Apply profit and overhead markups
- List general conditions cost items
- Write a cost proposal letter

**Assessments:**

Workshops/Lab Estimates, Homework Assignments, and Exams.

***\*Students – please refer to the Instructor’s Course Information sheet for specific information***

*on assessments and due dates.*

## General Education Outcomes

This course fulfills the following General Education Outcomes through the: Calculation of construction material quantities and costs.

Upon completion of this course, students will be able to:

- Communicate effectively;
- Think critically;
- Self and professional development;
- Possess problem solving skills/think critically;
- Display ethical and professional behavior in a multicultural environment;
- Exhibit proficient use of technology

## PART III: GRADING AND ASSESSMENT

### EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS\*

Students' performance will be assessed and the weight associated with the various measures/artifacts are listed below.

#### EVALUATION\*

|                           |             |
|---------------------------|-------------|
| Exams (3 of equal weight) | 50 %        |
| Class Worksheets          | 25 %        |
| Lab estimates             | <u>25 %</u> |
| Total                     | 100%        |

***\*Students, for the specific number and type of evaluations, please refer to the Instructor's Course Information Sheet.***

#### GRADING SYSTEM:

College Grading System as delineated in the Catalog, is as follows:

A = 100 – 90, B = 89- 80, C = 79 – 70, D = 69 – 60, F = 59 and below

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, WFs and Is also negatively impact academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the academic calendar for deadlines for add/drop ([ACADEMIC CALENDAR](#)). You must attend at least one meeting of all of your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

## Part IV: Attendance

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of eighty percent (80%) of his or her classes in order to be eligible to receive credit for any course. However, due to the varied nature of courses taught at the College, a more rigid attendance policy may be required by individual instructors. At a minimum, a student may be withdrawn from a course(s) after he or she has been absent in excess of ten percent (10%) of the total contact hours for a course. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

**For online and hybrid courses**, check your Instructor's Course Information Sheet for any required on-site meeting times. Please note, instructors may require tests to be taken at approved testing sites, if you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

## Part V: Student Resources



### The Student Success and Tutoring Center (SSTC)

The SSTC offers to all students the following **free** resources:

- 1. Academic coaches** for most subject areas, **Writing Center Support**, and **college success skills.**
- 2. On-line student success and academic support resources.**

Visit the SSTC website: [Student Success & Tutoring Center](#) and visit the student services tab in your WaveNet account to schedule appointments using TutorTrac. For more information, call: SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455 or go to the [Online Resource Center](#) to access on-demand resources any time.

### TECH Central – Student Information Center



TECH Central provides quality enrollment and collegiate guidance for students, faculty, and staff. Services include phone, walk-in, and online technical support for technology training and troubleshooting. Additionally, we offer support in Office 365, Outlook E-mail setup, and ID cards.

**Phone:** 843-349-5340

**Email:** [techcentral@hgtc.edu](mailto:techcentral@hgtc.edu)

**Text:** 843-357-8552

**TECH Talk (Live Chat):** Located on the "Home" tab in WaveNet.

**Website:** [www.hgtc.edu/techcentral](http://www.hgtc.edu/techcentral)

**Locations:**

Conway Building 1100, Room 132D

Grand Strand Building 200, Room 136

**Student Testing:** (If course is offered in multiple format include this section, delete if only F2F sections are offered.)

Testing in an **online/hybrid** course may be accomplished in a variety of ways:

- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms

Further more tests may have time limits and/or require a proctor.

Proctoring can be accomplished either face-to-face at an approved site or online through RPNOW, our online proctoring service. To find out more about proctoring services, please visit the [Online Testing](#) section of the HGTC's Testing Center webpage.

The **Instructor Information Sheet** will have more details on test requirements for your course.

**Disability Services:**

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to Beth Havens, Director of Student Development on the Conway Campus Jaime Davis, Counselor/Advisor on the Georgetown Campus or Kristin Griffin, Counselor on the Grand Strand Campus. These individuals will review documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.

Note: It is the student's responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided.

**Statement of Equal Opportunity/Non-Discrimination Statement**

Horry-Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, on the basis of race, color, sex, national or ethnic origin, age, religion, disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, or pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation in educational programs and/or activities.

Inquiries regarding the non-discrimination policies: Students and prospective student inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Vice President for Student Affairs, Dr. Melissa Batten, VP Student

Affairs, Title IX Coordinator, Building 1100, Room 107A, Conway Campus, PO Box 261966, Conway, SC 29528-6066, 843-349-5228, [Melissa.Batten@hgtc.edu](mailto:Melissa.Batten@hgtc.edu). Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources, Jacquelyne Snyder, VP Human Resources, Section 504, Title II, and Title IX Coordinator, Building 200, Room 212A, Conway Campus, PO Box 261966, Conway, SC 29528-6066, 843-349-5212, [Jacquelyne.Snyder@hgtc.edu](mailto:Jacquelyne.Snyder@hgtc.edu).

## Title IX Requirements

The South Carolina Technical College System does not discriminate on the basis of race, color, gender, national or ethnic origin, age, religion, disability, marital status, veteran status, sexual orientation, gender identity, or pregnancy in educational programs and activities as required by Title IX. As outlined in the Violence Against Women Act, Horry Georgetown Technical College prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking. Students who believe he or she has experienced or witnessed discrimination including sexual harassment, domestic violence, dating violence, sexual assault or stalking are encouraged to report such incidents to the Title IX Coordinators:

Dr. Melissa Batten, AVP of Student Affairs  
 Building 1100, Room 107A, Conway Campus  
 843-349-5228  
[Melissa.Batten@hgtc.edu](mailto:Melissa.Batten@hgtc.edu)

Jacquelyne Snyder, AVP of Human Resources  
 Building 200, Room 212A, Conway Campus  
 843-349-5212  
[Jacquelyne.Barrett@hgtc.edu](mailto:Jacquelyne.Barrett@hgtc.edu)

\*Faculty and Staff are required to report incidents to the Title IX Coordinators when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

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| Inquiries regarding the non-discrimination policies:  |   |  |
| <b>Student and prospective student inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Vice President for Student Affairs.</b> | Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources. |  |
| Dr. Melissa Batten, VP Student Affairs<br><b>Title IX Coordinator</b><br><br><b>Building 1100, Room 107A, Conway Campus</b>   | <b>Jacquelyne Snyder, VP Human Resources</b><br><i>Section 504, Title II, and Title IX Coordinator</i><br>Building 200, Room 212A, Conway Campus                                |  |

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| <b>PO Box 261966, Conway,<br/>SC 29528-6066<br/>843-349-5228<br/><a href="mailto:Melissa.Batten@hgtc.edu">Melissa.Batten@hgtc.edu</a></b> | PO Box 261966, Conway, SC<br>29528-6066<br>843-349-5212<br><a href="mailto:Jacquelyne.Snyder@hgtc.edu">Jacquelyne.Snyder@hgtc.edu</a> |  |
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