

**Oklahoma State University Institute of Technology**  
**Face-to-Face Common Syllabus**  
*Summer 2017*

**CNS 1303 Estimating I**

*Quantity take-off with emphasis on excavation, concrete, masonry, structural steel, rough carpentry. H.M./wood doors with hardware and miscellaneous specialty items are studied.*

**Type of course:** *Theory/Lab.*

**Credit Hours:** 3; Total hours of theory per semester: 30; Total hours of lab per semester: 45.

**Class length -** *1<sup>st</sup> half.*

**Class days and times:** *MTWRF 7:30-9:25*

**Prerequisites:** *MATH 1513, CNS 1113, CNS 1263*

**Instructor Name:** *Darren Woodard*

**Instructor Phone:** *(918) 293-4738*

**Office:** *Bldg. 523 Room #105*

**Instructor email:**

*darren.woodard@okstate.edu*

**Contact:** *My preferred method of contact is e-mail. Please allow 24-48 hours to return your correspondence during the normal work week.*

**Instructor's Office Hours:** *Posted on Instructor's office door.*

**Schools Name:** *Construction Technologies*

**School's Main Phone:** *918-293-4742*

**REQUIRED TEXT, REFERENCES, AND MATERIALS**

**Texts:** *Walkers Building Estimators Reference Books, ISBN #978-0-911592-30-6*

**References:** *Estimating in Building Construction 6th Edition, Frank R. Dagostino*

**Materials:** *Scientific Calculator, 3 Ring Binder, Flash Drive, Hi-lighters (several colors), Architect and Engineer Scale Rulers, Colored Erasable Pencils, Pencil, and eraser.*

**Uniform/Tools:** *None*

**Estimated Cost for Materials:** *\$ 175.00*

**Estimated Cost for Uniform/Tools:** *N.A.*

**Upon completion of the course, students should:**

<b>Course Objectives</b>	<b>Assessment of Objectives</b>
<i>Demonstrate the ability to do calculations required for construction estimating</i>	<i>Homework, Lab Exercises, Quizzes, Tests, and class participation.</i>
<i>Demonstrate the ability to use electronic spreadsheets</i>	<i>Homework, Lab Exercises, Quizzes, Tests, and class participation.</i>
<i>Execute basic quantity surveys with 95% accuracy for the following work categories: Concrete Masonry Metals Woods Doors &amp; Windows Excavation</i>	<i>Portfolio examples of – Homework, Lab Exercises, Quizzes, Tests, and class participation.</i>
<i>Demonstrate the ability to Plan &amp; Organize a quantity survey for construction.</i>	<i>Homework, Lab Exercises, Quizzes, Tests, and class participation.</i>

Aspects of the course objective assessments may be used in the university’s assessment of student learning. If applicable, an asterisk (\*) above indicates this assignment is used in the university assessment program.

*(Please asterisk the assignment above if utilized for the assessment assignment.)*

**COURSE ACTIVITIES**

In this course students will:

*(Please list the specific activities in the course)*

- *Participate in class discussions and activities.*
- *View videos that depict the various concepts.*
- *Compile a portfolio of work produced.*
- *Take examinations.*
- *Complete reading assignments.*
- *May be required to do quizzes.*

**EVALUATION - GRADES WILL BE BASED ON THE QUALITY AND COMPLETION OF THESE TASKS:** *(NOTE-Please indicate the course specific evaluations.)*

*Class Participation .....25%*  
*Projects .....50%*  
*Final Exam.....25%*

<p><b>OSUIT Grading Scale</b></p> <p>A = 90%-100%          B = 80%-89%          C = 70%-79%          D = 60%-69%          F = 59% &amp; below</p>
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are identified. The LASSO Center is located on the 3rd floor of the Noble Center. You may call [918.293.4855](tel:918.293.4855) for more information or fax documentation to [918.293.4853](tel:918.293.4853).

### **ACADEMIC DISHONESTY**

Academic dishonesty or misconduct is neither condoned nor tolerated at OSUIT. Any student found guilty of academic dishonesty or misconduct shall be subject to disciplinary action. Academic dishonesty and/or misconduct includes, but is not limited to, the following actions: (1) Plagiarism: the representation of previously written, published, or creative work as one's own; (2) Unauthorized collaboration on projects; (3) Cheating on examinations; (4) Unauthorized advance access to exams; (5) Fraudulent alteration of academic materials; (6) Knowing cooperation with another person in an academically dishonest undertaking. Students are required to actively protect their work against misuse by others. For details, refer to The OSUIT Student Handbook (Student Rights and Responsibilities Governing Student Behavior) available online at [http://www.osuit.edu/academics/forms/student\\_rights\\_responsibility.pdf](http://www.osuit.edu/academics/forms/student_rights_responsibility.pdf).

### **ATTENDANCE POLICY FOR FACE-TO-FACE COURSES**

A primary component of OSUIT's Mission is "to prepare and sustain a diverse student body as competitive members of a world-class workforce." Regular and consistent attendance not only aids in academic success, dependable attendance is a requirement in today's real-world employment; therefore, regular and consistent attendance is a requirement in all OSUIT courses.

**Definitions:** Absent: Failing to attend all or a significant portion of a class or lab session.

A. Students may not be marked as absent if missing class for situations such as, but not limited to

1. participating in a required university activity such as a field trip;
2. fulfilling a military obligation;
3. a mandatory court appearance;
4. death in the immediate family;
5. extreme illness or accident to oneself or immediate family. Instructors, at their discretion, may require proof of such events.

B. It is the responsibility of the student to contact and inform the instructor and/or department in advance of such excused absences whenever possible.

Tardy: Arriving late to class as defined by the individual class instructor. Faculty, at their discretion, may equate three tardies to equal one absence.

### **Procedures:**

#### Early Intervention

A. Any student who misses 10% of an individual course (or earlier at faculty discretion) during a regular fifteen-week semester, or the equivalent portion of time in a shorter session, will have their name submitted by that course instructor to the OSUIT Early Alert System for retention intervention.

B. At the point the Early Alert is issued, the student *must* meet with their assigned faculty advisor or designated faculty/staff member within seven (7) academic calendar days for counseling on how to improve their attendance and academic success.

#### Excessive Absences

A. The University reserves the right to administratively withdraw any student from an individual course who misses 20% of that course, whether excused or unexcused,

and, in the opinion of the instructor, the student does not have a reasonable opportunity to be successful in the course.

B. Students should be aware any of the following may impact their financial aid:

1. being administratively withdrawn from a course
2. dropping a course
3. their last date of attendance in a course

Please see OSUIT Policy 2-021 for full details and procedures.

<b>Course Schedule</b>			
<b>Course Outline Schedule</b>	<b>Topic</b>	<b>Assignment</b>	<b>Due Date</b>
<i>Day 4/Week 1</i>	<i>Syllabus/ Introduction and review</i>	<i>N.A.</i>	
<i>Day 5/Week 1</i>	<i>Introductions, Syllabus, Activities, Expectations and Start Chapter 1</i>	<i>Take notes</i>	
<i>Day 1/Week 2</i>	<i>An Introduction to Construction Estimating, Chapter 1</i>		
<i>Day 2/Week 2</i>	<i>The Project Manual (Specs) Chapter 1</i>		
<i>Day 3/Week 2</i>	<i>The Estimate Chapter 1</i>		
<i>Day 4/Week 2</i>	<i>Concrete</i>		
<i>Day 5/Week 2</i>	<i>Concrete Take Off</i>	<i>Perform Concrete Take Off</i>	<i>5/19/2017</i>
<i>Day 1/Week 3</i>	<i>Concrete Take Off Continued</i>		
<i>Day 2/Week 3</i>	<i>Concrete Take Off Continued</i>		
<i>Day 3/Week 3</i>	<i>Concrete Take Off Continued</i>		
<i>Day 4/Week 3</i>	<i>Concrete Take Off Continued</i>		
<i>Day 5/Week 3</i>	<i>Concrete Take Off Continued</i>		
<i>Day 1/Week 4</i>	<i>Masonry</i>		
<i>Day 2/Week 4</i>	<i>Masonry Take Off</i>	<i>Masonry Take Off</i>	<i>5/30/2017</i>
<i>Day 3/Week 4</i>	<i>Masonry Take Off Continued</i>		
<i>Day 4/Week 4</i>	<i>Concrete Take Off Continued</i>		

<i>Day 5/Week 4</i>	<i>Concrete Take Off Continued</i>		
<i>Day 1/Week 5</i>	<i>Concrete Take Off Continued</i>	<i>N.A.</i>	
<i>Day 2/Week 5</i>	<i>Concrete Take Off Continued</i>		
<i>Day 3/Week 5</i>	<i>Site Work</i>		
<i>Day 4/Week 5</i>	<i>Site Work Take Off</i>	<i>Site Work Take Off</i>	<i>6/09/2017</i>
<i>Day 5/Week 5</i>	<i>Site Work Take Off Continued</i>		
<i>Day 1/Week 6</i>	<i>Site Work Take Off Continued</i>		
<i>Day 2/Week 6</i>	<i>Site Work Take Off Continued</i>		
<i>Day 3/Week 6</i>	<i>Site Work Take Off Continued</i>		
<i>Day 4/Week 6</i>	<i>Site Work Take Off Continued</i>		
<i>Day 5/Week 6</i>	<i>Site Work Take Off Continued</i>		
<i>Day 1/Week 7</i>	<i>Metal, Wood, &amp; Misc.</i>	<i>Metal, Wood, &amp; Misc. Take Off</i>	<i>6/20/2017</i>
<i>Day 2/Week 7</i>	<i>Metal, Wood, &amp; Misc. Take Off Continued</i>		
<i>Day 3/Week 7</i>	<i>Metal, Wood, &amp; Misc. Take Off Continued</i>		
<i>Day 4/Week 7</i>	<i>Metal, Wood, &amp; Misc. Take Off Continued</i>		
<i>Day 1/Week 8</i>	<i>Metal, Wood, &amp; Misc. Take Off Continued</i>		
<i>Day 2/Week 8</i>	<i>Metal, Wood, &amp; Misc. Take Off Continued</i>		
<i>Day 3/Week 8</i>	<i>Review For Final</i>		
<i>Day 4/Week 8</i>	<i>Final Exam</i>		<i>6/22/2017</i>

This schedule may vary depending on: unforeseeable circumstances that may arise; individual class rate of comprehension and evaluation; and at the discretion of the instructor. Also weather may play a role in outside labs being rescheduled.

**Oklahoma State University  
Institute of Technology  
CNS 1303 Estimating I**

**I, the below named student, do hereby agree to review the syllabus for the above named class on either the OSUIT website or D2L. I agree to abide by the policies, procedures and guidelines specified therein and if there is any part of the syllabus I do not understand I agree to discuss those items with the course instructor.**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Student ID Number (this is not your SSN)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date