

## Construction Project Management

Mercer's Construction Management Program enables today's construction industry managers to put principles and theories into immediate action on the job. Complete your projects on time and on budget. Earn our Certificate or just take the courses that interest you.

### Certificate in Construction Project Management

To earn the certificate, you must take eight core courses and a minimum of 30 classroom hours of electives.

#### Core Courses

- Construction Blueprint Reading
- Construction Specifications and Contracts
- Materials, Methods and Systems of Construction
- Contract Law in the Construction Industry
- Construction Change Orders & Claims
- Microsoft Project
- Construction Cost Estimating
- Construction Project Management

#### Electives

- AMA Successful Project Management (Spring 2010)
- AMA Successful Negotiating
- AMA Total Quality Management
- AMA Fundamentals of Finance and Accounting for Non-Financial Managers
- SketchUp Your Design
- Green Building
- Courses in the Green Future Management program (see pgs 10-11)

### Construction Blueprint Reading

Introduces blueprints and specifications used on construction projects. Students learn the skills necessary to reference through construction documents. Classes cover symbols, abbreviations, and scaling of working plans.

2.0 CEU. Tuition and fees: \$190

**XTC102-083665**

**Sept 9-Oct 7\***

8 sessions M,W 6-8:30pm

\*Class will not meet Sept 28

*William Winterbottom, MCCC Instructor*

### SketchUp Your Design

See pg. 31 for course description.

1.2 CEU. Tuition and fees: \$245 (tuition: \$114; lab fees: \$131)

**XCP301-083437**

**Sept 16-Oct 7**

4 sessions W 6:30-9:30pm

*Dominick Rodriguez, MCCC Instructor*

### Contract Law in the Construction Industry

Discuss and examine public and private bidding procedures, the offer, counteroffer, acceptance, contract terms, negotiation, and finally the written contract and execution. We will examine construction contracts, letters of credit, letters of intent, bonds and disputes, change orders, amendments and common pitfalls. UCC provisions, remedies, breaches and resolutions will also be discussed.

1.0 CEU. Tuition and fees: \$105

**XTC143-083666**

**Sept 17-Oct 8**

4 sessions Th 6:30-9pm

*Thomas Roselli, Esq.*

### Green Building

We will present an overview of ecologically focused building design to gain an understanding of LEED® Certification. We will review many of the latest specialized construction methods to produce environmentally integrated and energy efficient residential and commercial properties employing innovative technologies and building materials, passive/active solar technologies and natural non-toxic finishes.

1.2 CEU. Tuition and fees: \$125

**XTC122-083667**

**Oct 6-Oct 27**

4 sessions Tu 6:30-9:30pm

*Darren S. Molnar-Port, LEED Certified Instructor*

### Construction Specifications and Contracts

It is important to develop and implement proper and clearly understood Contracts, Scopes of Work, and Contract Specifications. It is equally important for all those in the construction process to understand, properly interpret and abide by these documents. Types of Contracts, 'Ready Made' Contracts such as AIA, Contract implementation, Contract Specifications, their preparation and interpretation will be covered. Classes will consist of a combination of lectures and open discussion of topics/situations/problems brought in by class members. Bringing in your challenges and problems and discussion participation is strongly encouraged.

1.5 CEU. Tuition and fees: \$157

**XTC141-083670**

**Oct 21-Nov 18**

5 sessions W 6:30-9:30pm

*Michael Greenberg, AIA/CSI*



Registration deadline is two weeks prior to the course start date.  
Avoid the \$10 late fee... Register Early!

### Construction Change Orders and Claims

In today's hectic design and construction process, including unforeseen conditions, it is ultra rare to find projects that do not require "Changes to Contracts" or Change Orders. Topics discussed will cover means and methods of preparing the Change Orders, scopes, pricing of work and methods of negotiation. Impacts of Change Orders on the Project Schedule/Completion will be reviewed. Also included are avoidance of claims, preparation of claims and their resolution.

1.5 CEU. Tuition and fees: \$157

**XTC140-083668** **Oct 15-Nov 12**

5 sessions Th 6:30-9:30pm

James Langsdorf, MCCC Instructor

### Materials, Methods, and Systems of Construction

**Prerequisite: Construction Blueprint Reading**

This basic comprehensive overview of different types of construction offers an introduction to the functions of a variety of building systems.

2.4 CEU. Tuition and fees: \$265 (includes \$14 materials fee)

**XTC107-083669** **Oct 19-Nov 11**

8 sessions M,W 6:30-9:30pm

Joseph Scillieri, PE, President, J.J. Scillieri & Associates, Inc.

### Construction Cost Estimating I

**Prerequisite: Construction Blueprint Reading, Materials, Methods & Systems of Construction and computer literacy**

This course is designed for beginning estimators with an emphasis on developing a solid estimating foundation. Completion of the course will give estimators the knowledge to complete accurate quantity takeoffs of the material and labor costs, provide a strong knowledge of construction math, a sound estimating procedure and include a wide range of practice problems. **Textbook required. Available in college bookstore.**

3.0 CEU. Tuition and fees: \$395 (includes material fee \$80)

**XTC104-083671** **Nov 30-Jan 13\***

10 sessions M,W 6:30-9:30pm

\*Class will not meet Dec 21, 23, 28, 30

Joseph Scillieri, PE, President, J.J. Scillieri & Associates, Inc.

### Introduction to Microsoft Project 2007

**Prerequisite: Introduction to Windows or equivalent experience**

See pg. 24 for course description.

1.0 CEU. Cost: \$217 (tuition and fees: \$90; lab fees: \$127)

**XCA128-083559** **Sept 10-Sept 17**

2 sessions Th 9:30am-3pm\*

\*1/2 hour for lunch

**XCA128-083560** **Oct 20-Nov 10**

4 sessions Tu 6:30-9pm

John Gontowicz, MCCC Instructor

## Locomotive Engineer & Conductor Basic Training Certificate

**Technical training or college credits are preferred for this challenging course.**

**Prerequisite: Must have a high school diploma or GED**

Prepare yourself for a lucrative career as a locomotive engineer, conductor, train dispatcher or transportation management trainee. The average starting salary for these positions nationally is \$65,000 and can go as high as \$100,000 – and there is a dramatic increase in the demand for people to fill these positions. Due to the energy crisis and environmental concerns, cities all over the US are investing heavily in new railroad infrastructure to develop both passenger and freight transportation. A complete overview of railroad operations, equipment, safety, infrastructure and security will be covered. Upon completion of this course, you will be eligible to interview and test for positions at any heavy or light rail company across the United States, including but not limited to: NJ Transit, Metro North, Amtrak, LIRR, and the NYC subway. **Textbooks required. Available in college bookstore.**

**A free information session will be held Monday, September 14, 2009 at 5:30 p.m.**

6.5 CEU. Tuition and fees: \$450 (includes \$25 materials fee)

**XCP179-083636** **Oct 3-Nov 24**

15 sessions Sa\* 9am-3:30pm\*

Tu\*\* 6:30-9:30pm

\*Sat. classes: Oct 3, 10, 17, 24, 31 &

Nov 7 - 9am-3:30pm (1/2 hour for lunch);

Nov 14, 21 - 9am-1pm

\*\*Tuesday classes: Oct 13, 20, 27, Nov 3, 10, 17, 24

Donald Litchfield, New Jersey Transit Instructor



## Uniform Construction Code Program

Experienced contractors who wish to become NJ Construction Code Enforcement Inspectors and Officials must complete a mandatory education program under the New Jersey Uniform Construction Code Act. MCCC has been approved by the NJ Department of Community Affairs (DCA) to offer the required courses intended for students seeking licensure in New Jersey to study NJ code standards.

After taking the required courses, contractors also need to pass National Exams. Students needing additional material and training for the national exams or with questions about requirements or textbooks should contact the DCA Licensing Unit at 609-984-7834 or [www.nj.gov/dca/codes/licensingunit/index.html](http://www.nj.gov/dca/codes/licensingunit/index.html) or the publications office at 609-984-0040. The DCA has a program of reimbursement for a percentage of the cost of tuition for each course successfully completed, if funding is available.

**The same textbook is used for all courses: *New Jersey Uniform Construction Code*. Please obtain textbook online at <http://www.nj.gov/dca/codes>. (Allow four to six weeks for delivery.)**

**Prerequisite: All course work within a particular discipline must be taken in the appropriate sequence (i.e., RCS, ICS, HHS).**

### Plumbing Inspector ICS

This course covers the administrative, plan review, and inspection requirements for plumbing systems design, accessibility, fuel gas, and mechanical systems applicable to Class II and III structures.

12.0 CEU. Tuition and fees: \$1200

**XTC116-083631** **Sept 12-Feb 27\***

20 sessions Sa 9am-3:50pm

\*Class will not meet Sept 19, Nov 28, Dec 26, Jan 2, 16

*Sibte Kazmi, P.E., Construction Official*

### Construction Official

**Prerequisite: Subcode Official class or license**

Acquaints inspectors and subcode officials with the role of the construction official. Includes instruction in such areas as; office organization, purpose and fundamentals of code enforcement, procedures for processing cases, search warrants and administrative hearings, records maintenance, warrants relocation, housing maintenance, and legal rights of landlords and tenants. **Text: current**

#### Uniform Construction Code

4.5 CEU. Tuition and fees: \$450

**XTC124-083632** **Sept 23-Dec 16\***

12 sessions W 6-9:45pm

\*Class will not meet Nov 25

*Kenneth Verbos, Construction Official*

### Subcode Official

Prepares inspectors for the administrative license of subcode official. Subcode administration, legal aspects of code enforcement, and related legislation are covered. Topics include procedures and forms for permit applications; stop construction orders; variations; notices of violation; emergency situations; and recordkeeping. **Textbook: *New Jersey Uniform Construction Code*. Please obtain textbook online at <http://www.nj.gov/dca/codes>. (Allow four to six weeks for delivery.)**

4.8 CEU. Tuition and fees: \$480

**XTC118-083884** **Oct 7-Jan 27**

14 sessions W 6-9:30pm

\*Class will not meet Nov 25, Dec 23, 30

*Emile Kolick, MCCC Instructor*

### Uniform Construction Code

#### Technical Assistant Certification

This 45-hour course provides the educational requirement for state certification as a Technical Assistant. The Technical Assistant provides administrative support to the officials and inspectors within a local, county or state construction code enforcement office/agency. This course provides an overview to the administrative procedures in issuing permits; coordinating inspections, serving notices, stop work orders and violations, releasing various forms of Certificates, record keeping and state report generation, and other matters relevant to the efficient operation and public interfacing. 4.5 CEU. Tuition and fees: \$475 (includes computer lab fee)

**XTC123-083633**

**Oct 1-Feb 18\***

18 sessions Th 6:30-9pm

1 session Sa TBA

\*Class will not meet Nov 26, Dec 24, 31

*Brenda Sirkis, Certified Technical Assistant*

### Electrical Inspector ICS

This course covers the administrative, plan review and inspection requirements for electrical systems and design applicable to Class II and III structures. Required texts will be announced at the first class. **Text: current**

#### National Electrical Code

6.0 CEU. Tuition and fees: \$570

**XTC114-083634**

**Oct 5-Mar 1\***

18 sessions M 6:30-9:50pm

\*Class will not meet Dec 21, 28, Jan 18, Feb 15

*Kenneth Verbos, Construction Official*

### Building Inspector RCS

This course covers the administrative, plan review and inspection requirements for structural, energy, radon, and mechanical systems applicable to Class III structures. 9.0 CEU. Tuition and fees: \$900

**XTC108-083635**

**Oct 13-Jan 7\***

21 sessions Tu, Th 6-10pm

1 session Sa TBA

\*Class will not meet Nov 26, Dec 22, 24, 29, 31

*Fayez Fanik, Construction Official*