



**1. Proposal Summary**

(Summary is generally less than one page. Briefly: state what is proposed with a summary of rationale and highlights. Additional rationale may be attached.)

At the request of the Construction Technology and Management program's Industry Advisory Committee, we have prepared an outline and propose to offer a class that will prepare our students to take the Certified Document Technologist (CDT) examination as an optional course offering with one earned credit upon completion.

The Construction Specifications Institute is a national organization that has a long history of establishing Construction Industry and Architect recognized standards for construction documentation with strong emphasis on standardizing the preparation of Project Manuals using the CSI MasterFormat system. In addition, CSI has prepared and promoted professional values and recognized standard procedures in the industry through three other certifications, Certified Construction Specifier (CCS), Certified Construction Contract Administrator (CCCA), and Certified Construction Product Representative (CCPR) that require the CDT Certification prior to taking these advanced certification examinations.

The material for this course is based on the published examination preparation materials for the CDT by CSI and uses the CSI's Manual of Practice as the main learning tool supplemented with other relevant documents in general use throughout the country. The examinations are administered by local CSI chapters throughout the country two times each year. The standard, non-member, cost to sit for the CDT examination is \$430.00 but students receive a discounted rate of \$105.00.

It is our belief that this is an industry standard certification that will provide the students with an additional tool in seeking employment and being successful in the construction industry.

**2. Summary of All Course Action Required\***

**a. Newly Created Courses to FSU:**

<b>Prefix</b>	<b>Number</b>	<b>Title</b>
<b>CONM</b>	<b>290</b>	<b>Construction Document Technologist Exam Preparation</b>

**b. Courses to be Deleted From FSU Catalog:**

<b>Prefix</b>	<b>Number</b>	<b>Title</b>
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**c. Existing Course(s) to be Modified:**

<b>Prefix</b>	<b>Number</b>	<b>Title</b>
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**d. Addition of existing FSU courses to program**

<b>Prefix</b>	<b>Number</b>	<b>Title</b>
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**e. Removal of existing FSU courses from program**

<b>Prefix</b>	<b>Number</b>	<b>Title</b>
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**3. Summary of All Consultations**

<b>Form Sent (B or C)</b>	<b>Date Sent</b>	<b>Responding Dept.</b>	<b>Date Received &amp; by Whom</b>
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**4. Will External Accreditation be Sought? (For new programs or certificates only)**

\_\_\_\_\_ **Yes**                      \_\_\_\_\_ **No**

**If yes, name the organization involved with accreditation for this program.**

**5. Program Checksheets affected by this proposal.**

**Three program checksheets will be affected by the proposal. They are:**

**Associate in Applied Science Degree for Building Construction Technology**

**Associate in Applied Science Degree for Civil Engineering Technology**

**Bachelor of Science degree for Construction Management**

**NEW COURSE INFORMATION FORM**

*See Sample – Limit to Two Pages Please*

**Course Identification:**

**Prefix:** CONM      **Number** 290   **Title** CDT Certification Preparation (Optional)

**Course Description:**

Preparation class for taking Construction Specifications Institute's exam for the Certified Document Technologist (CDT).

**Course Outcomes and Assessment Plan:**

**Course Outline including Time Allocation:**

**CREATE NEW COURSE**  
**Course Data Entry Form**

**FORM F**

**Create New Course**  
**Rev. 07/23/07**

**I. ACTION TO BE TAKEN: CREATE A NEW COURSE**

Notes

1. Complete each item in Section I and Section II.
2. If this course is to be used as a prerequisite for other university courses, Form Fs that reflect the prerequisite change must be submitted for those courses as well.

Term Effective (6 digit code only): 201001 Examples: 200801(Spring), 200805(Summer), 200808(Fall)  
Note: The first four digits indicate year, the next two digits indicate month in which term begins.

**II. PROPOSED FOR NEW COURSE: Complete all sections a through r. See manual for clarification.**

a. Course Prefix: CONM      b. Number: 290      c. Enter Contact Hours per week in boxes.  
LECTure:      LAB 2      INDEpendent Study – Check (x)   
Practicum:       Seminar:

d. Course Title: CDT Certification Preparation (Optional) (Limit to 30 characters/spaces.)

e. College Code: TEC      f. Department Code: CTMG  
Credit Hours: Check (x) type and enter maximum and minimum hours in boxes.

g. Type:  Variable     Fixed      h. Minimum Credit Hours 1      i. Maximum Credit Hours 1

j. May Be Repeated for Added Credit: Check (x)  Yes     No

k. Levels: Check (x)  Undergraduate     Graduate     Professional

l. Grade Method: Check (x)  Normal Grading     Credit/No Credit only (Pass/Fail)

m. Does proposed new course replace an equivalent course? Check (x)  Yes     No

n. Equivalent course: Prefix       Number       See instructions on Replacement courses.

**o. CATALOG DESCRIPTION – Limit to 75 words – PLEASE BE CONCISE.**

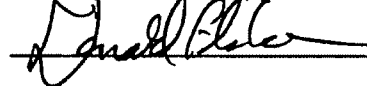
Preparation class for the Construction Specifications Institute's Certified Document Technologist (CDT) exam.

p. Term(s) Offered: Spring and Fall (See instructions for listing.)      q. Max. Section Enrollment: 32

r. Prerequisites/Co-requisites/Restrictions: (If none, leave blank.) Limited to 100 spaces. CONM 112.

UCC Chair Signature/Date: \_\_\_\_\_

Academic Affairs Approval Signature/Date:

 11/12/07

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code  
 Basic Skill (BS)     General Education (GE)     Occupational Education (OC)     G.E. Codes

**Office of the Registrar use ONLY**

Date Rec'd: \_\_\_\_\_ Date Completed: \_\_\_\_\_ Entered: SCACRSE \_\_\_ SCADETL \_\_\_ SCARRES \_\_\_ SCAPREQ \_\_\_

Last Revision Date:	August 2009
Department Curriculum Committee Chair:	Edward Brayton

**Course: CONM 290**

**CDT Certification Preparation**

**Credits:** 1 Hour (Optional)

**Contacts:** 2 Lab Hours per Week

**Course Description:** Prepares the student for taking the CSI test for designation as a Certified Document Technologist (CDT)

**Course Prerequisites:** CONM 112,

<b>Required Textbooks:</b>	CDT Study Guide – Available as a free PDF file that can be printed from the CSI website - <a href="http://www.csinet.org/s_csi/sec.asp?CID=348&amp;DID=4844#22">http://www.csinet.org/s_csi/sec.asp?CID=348&amp;DID=4844#22</a>
	Project Resource Manual – CSI Manual of Practice (5 <sup>th</sup> Edition – 2005), CSI/

**Student Learning Outcomes**

- Students satisfactorily completing this course will achieve/complete/demonstrate...:
1. Knowledge of the Construction Process including Contract Types and the procedures for Modifications and Substitutions.
  2. Students will understand contractual relationships including Rights, Duties, and Responsibilities, Contract Provisions, and the Relationship and Organization of Construction Documents.
  3. Students will understand the Use of Construction Documents including the Organizational Formats and understand how to interpret the Construction Documents.

## Instructional Unit Topic Descriptions and Time Allocations

NO.	UNIT TOPIC DESCRIPTION SUMMARY	LECTURE HOURS	LAB HOURS
I.	Introduction and Exam Procedures		2
II.	Fundamentals		2
III.	Planning and Pre-design		6
IV.	Design		10
V.	Procurement/Contracts		2
VI.	Construction		6
VII.	Post-construction		2
	<b>Total Hours</b>		<b>30</b>

## Learning Outcomes for Each Instructional Unit

Upon Completion of each instructional unit, the learner will be able to satisfactorily:

I.	Introduction and Exam Procedures A. Discuss the course objectives B. Explain the assignment procedures C. Discuss the CDT Exam and content
II.	Fundamentals A. Job Roles and Stages of a Facility Life Cycle B. Responsibilities of the Basic Project Teams C. Project Stages With Associated Activities and Documents D. Communication – Clear, Concise, Correct, and Complete E. Legal Interpretations and/or Conflicts
III.	Planning and Pre-Design A. Project Conception – Programming, Pre-Design, Feasibility/Impact Studies, Site Selection, Budgeting, and Scheduling B. Project Delivery – Design/Construction Services and Documentation, Relationships, Extent/Time/Cost Factors, Contract Types, Delivery Methods, Team Selection, Commissioning

IV.	<p><b>Design</b></p> <ul style="list-style-type: none"> <li>A. Schematic Design</li> <li>B. Design Development</li> <li>C. Quality Assurance/Quality Control</li> <li>D. Cost Estimates</li> <li>E. Life Cycle Costs</li> <li>F. Design Considerations – Aesthetics, Regulatory, Functional, Sustainability, Constructibility, Budget, and Project Evaluation</li> <li>G. Construction Documents – Drawings, Procurement Documents, Contract Documents, Project Manual, Conditions of the Contract, Specifications, Resource Drawings, Modifications, and Coordination between Documents</li> </ul>
V.	<p><b>Procurement/Contracts</b></p> <ul style="list-style-type: none"> <li>A. Procurement Process (Bidding/Negotiating/Purchasing)</li> <li>B. Pricing</li> <li>C. Project Information</li> <li>D. Agreements</li> <li>E. Substitution Requests</li> <li>F. Addenda</li> </ul>
VI.	<p><b>Construction</b></p> <ul style="list-style-type: none"> <li>A. Submittals</li> <li>B. Communication</li> <li>C. Contract Modifications</li> <li>D. Substitutions</li> <li>E. Field – Site Visits, Observations, Meetings, and Inspections</li> <li>F. Roles and Responsibilities</li> <li>G. Schedule</li> <li>H. Quality Assurance/Quality Control</li> <li>I. Payments and Completion</li> <li>J. Claims and Disputes</li> <li>K. Payment and Performance Bonds</li> </ul>
VII.	<p><b>Post Construction</b></p> <ul style="list-style-type: none"> <li>A. Facility Manager's Role</li> <li>B. Operating and Maintenance</li> <li>C. Evaluations</li> <li>D. Commissioning</li> </ul>

## Minimum Required Student Laboratory Activities

I.	Introduction and Exam Procedures A. Review the CDT Examination Study Guide
II.	Source Material Review A. Project Resource Manual B. MasterFormat (2004 Edition) C. UniFormat (1998 Edition) D. SectionFormat (2007 Edition) E. PageFormat (2007 Edition) F. GreenFormat (2008 Edition) G. AIA Document A201-2007 and/orEJCDC C-700 -2007 H. Selected Websites- Enviornmental, Green, Integrated Project Delivery (IPD), and Building Information Modeling (BIM)
III	Research and Discussion covering all major Exam topics