



**THE**  
**Regional Alliance**  
**FOR Small Contractors**  
*Building Tomorrow's Partnerships Today!*

**NJ TRANSIT**  
The Way To Go.



## **MECHANICS' INSTITUTE PROGRAM**

*October 15, 17, 22 and 24 - 5:30 PM - 8:00 PM*

*Location: NJ TRANSIT - One Penn Plaza East - 9th Floor, Newark, NJ*

The Regional Alliance and the Mechanic's Institute are combining their expertise and resources to provide a comprehensive training program in Construction Management sponsored by NJ TRANSIT. This eight-hour program will provide a synopsis of four separate courses offered by the Mechanic's Institute expanded programs. A certificate of completion will be awarded after successful completion of the program. The topics to be covered are the following:

### **COST ESTIMATING**

It will introduce participants to estimating for the general construction trades. Major trades covered in class work are excavating, concrete, masonry, carpentry and plastering. Construction Procedures and trade practices are reviewed. Methods of taking off quantities from Construction Document Drawing and of organizing data are described. The general approach emphasizes the logical separation of material quantities and work operation, and is applicable to all construction trades.

### **BLUEPRINTS AND CONSTRUCTION DRAWINGS**

It will introduce participants to the skills of understanding and reading architectural, structural, mechanical and electrical construction drawings, and to coordinate the information represented by each type of drawing.

### **PROJECT SCHEDULING**

It will introduce participants to the scheduling aspects of a construction project. Participants will learn how to create the initial timing schedule. Topics include scheduling of resources, costs, and personnel/labor. Using manual calculations to develop the schedule will provide participants with background and analysis prior to devoting time and effort to the actual scheduling.

### **CONTRACT ADMINISTRATION**

The educational objective of this course is to introduce the student to an understanding of the Nature of Contracts. Course includes lectures on the following processes: bidding, negotiation, contract administration, as well as the handling of claims, disputes, changes in scope of work, payments and completion of contracts.

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## **Registration Form**

**Mail or Fax completed registration form to: *Regional Alliance for Small Contractors***

***P.O. Box 20094, PABT, New York, NY 10018 - Fax: 212-268-7509***

***There is NO FEE for this course. If you have any questions call Paola Camargo at 212-268-2991***

***Please register now – seating is limited!***

***Please bring your PHOTO ID, as you will be issued a pass for entrance***



**Yes, I will attend "The Construction Management" training program to be held on  
October 15, 17, 22 and 24 from 5:30 to 8:00 PM**

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

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

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

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

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email: \_\_\_\_\_

Specialty: \_\_\_\_\_