

## Our Public Works Program Has Been Enhanced!

Start with t	he Core Class	es ( <b>BOLD</b> classes are offered Fa	ıll 2013)	
Pu	ıblic Works 0	50 – Fundamentals of Public W	/orks	3
Management 122 – Business Communication				3
Public Works 061 – Plan Interpretation and Cost Estimating				3
Co	mputer Infor	mation Systems 101 – Introdu	iction to Microsoft Of	fice 3
Then with j	ust a few mor	e classes, you can earn your <b>Ce</b>	ertificate of Achievem	e <b>nt</b> in:
Constr	uction Inspe	ection		
Pu	Public Works 051 – Infrastructure Construction & Maintenance			
Pu	Public Works 063 – Construction Materials and Testing			
Public Works 070 – Construction Inspection				3
		anagement		
Public Works 074 – Contract Administration				3
Public Works 080 – Principles of Project Management				3
Public Works 110 – Introduction to Microsoft Project				3
Enviro	onmental (	Compliance Inspection		
Public Works 067 – Environmental Management				
Public Works 068 – Fundamentals for Storm Water Management				3
Pu	ıblic Works 06	69 – Green Infrastructure Const	truction	3
		Get Started <sup>-</sup>	Γhis Fall!	
Computer Information Systems 101– Intro to Microsoft Office				2.5 units
	<b>7</b> 4887	SCC Web Online Class	Andy Salcido	08/26-12/14/13
Manag	ement 122 – I	Business Communications		3 Units
	<b>7</b> 4877	Mon/Wed, 10:15-11:40s	Steven Deeley	08/26-12/11/13
	74880	Tue/Thu, 10:15-11:40s	Steven Deeley	08/27-12/12/13
	74883	Mon, 7:15-10:25p	Steven Deeley	08/27-12/12/13
Public \	Works 050 – F	Fundamentals of Public Works		3 units
	<b>7</b> 5987	Mon, 6:30-9:40p	Carlos Castellanos	08/26-12/09/13
Public \	Works 068 – F	<b>Fundamentals of Storm Water</b>	Mgmt	3 units
	<b>7</b> 5985	Wed, 6:30-9:40p	Grant Sharp	08/28-12/11/13
Public \	Works 070 – 0	Construction Inspection		3 units
	<b>7</b> 5983	Tues, 6:30-9:40p	Chris Martin	08/27-12/10/13
Public Works 080 – Principles of Project Management				3 units
	<b>7</b> 4822	Thu, 7:15-10:25p	Barry McCarthy	08/29-12/12/13
Public \	Works 086 – E	Basic Code Enforcement Office	er	2.5 units
	<b>7</b> 7026	M-F, 8am-4:45pm	Mike Jiles	09/06-09/20/13
Public \	Works 087 – I	ntermediate Code Enforcemen	nt Officer	2.5 units
	<b>7</b> 7034	M-F, 8am-4:45pm	Mike Jiles	10/12-10/25/13
Public \	Works 088 – <i>F</i>	Advanced Code Enforcement C	Officer	2.5 units
	<b>7</b> 7037	M-F, 8am-4:45pm	Mike Jiles	12/09-12/13/13

# Computer Information Systems 101 Introduction to Microsoft Office

Learn the basics of Microsoft Office, a suite of applications for Windows (Word, Excel, Access and PowerPoint). Acquire skills for creating, formatting, printing and editing business documents. *CSU* 

## Management 122

#### **Business Communications**

Recommended Preparation: English 061 or American College English 116.

Overview of oral and written communication skills used in business; emphasizes guidelines for improving writing and speaking skills, common solutions to common communication problems, ethical issues facing business communicators today, instructions on how to identify areas of legal vulnerability, and tested techniques for communicating successfully in today's high-tech, international business environment. *CSU* 

## **Public Works 050**

#### **Fundamentals of Public Works**

Overview of Public Works, including history and development, department functions, careers opportunities and future trends.

#### **Public Works 051**

#### Infrastructure Construction & Maintenance

Covers the infrastructure construction and maintenance processes including: equipment, scheduling, materials, financing, project management, permitting, surveying, and repairs for transportation, flood control, public spaces, utilities and facilities of a city, municipality, county or state.

## **Public Works 061**

## **Plan Interpretation and Cost Estimating**

Reading and interpreting plans related to public works, water, storm drain, and sewage facility projects.

Concepts include lay-out, construction, rehabilitation, maintenance and inspection with material cost estimating of public works improvements. Basic survey methods, symbols, mathematical conversions, and determination of slope and grade.

## **Public Works 063**

## **Construction Materials and Testing**

Covers properties, methods of use and testing procedures of construction materials. Common materials of construction include Portland cement concrete, masonry, timber, iron, steel, plastic, soil and bituminous materials.

#### **Public Works 067**

## **Environmental Management**

An overview of the processes and requirements to obtain environmental clearance for Public Works construction projects, including other non-environmental related permits.

#### **Public Works 068**

## **Fundamentals of Storm Water Management**

Understanding of regulatory stormwater discharge permits administered by Regional Water Quality Control Board. Course study includes permit compliance requirements for contractors, business owners, residents and government agencies.

#### **Public Works 069**

## **Green Infrastructure Construction**

Covers alternative methods for stormwater management. Practices to maintain healthy waters, provide environmental benefits and support sustainable communities while providing flood mitigation, energy use reduction and air quality management.

#### **Public Works 070**

## **Construction Inspection**

An overview of inspection techniques and procedures for examining materials and evaluating methods used in Public Works construction projects.

## **Public Works 074**

## **Contract Administration**

Covers the techniques, methods and processes used to manage Public Works construction projects. Includes planning, scheduling, execution, controlling and closure and evaluation of extra work, claims, disputed work and project documentation.

#### **Public Works 080**

## **Principles of Project Management**

Utilizing project planning tools and techniques, learn how to define, plan, execute and deliver projects of all types and sizes. Emphasizes practical application using case studies to organize, schedule and manage projects effectively. Industry guest speakers included.

## Public Works 110

## **Introduction to Microsoft Project**

How to plan a project, identify and create tasks, estimate workloads and durations, setup project schedules, maintain the schedule, assign resources, connect resources to tasks, setup a project budget, track progress utilize reports and close a project using Microsoft Project. *CSU*