Behind the Scenes in Construction

The Construction Office Management Certificate of Specialization will provide students with a solid background in the four areas of concentration highlighted in this specialty. Students successfully completing this program can seek employment by marketing themselves as academically qualified to participate in construction bidding, scheduling, estimating and management functions, or can continue on in the Construction Management Technology Associate in Applied Science Program.

ABOUT THE PROGRAM

The Certificate of Specialization in Construction Office Management is a 15-credit hour program providing a solid foundation in four areas relating to the construction industry: estimating, scheduling, blueprint reading and management. This certificate program may be completed in two-semesters by taking regular semester-long courses.

This program is a good opportunity for building trades to prepare to move into management positions. Persons interested in this program should consult the Engineering and Technology department at Florissant Valley to determine whether they have the prerequisites for admission into the program.

OPPORTUNITIES IN THIS FIELD

The United States Bureau of Labor Statistics projects a faster than average growth in construction supervision and inspection between 2008 and 2018. Students completing this program are qualified for positions involving bidding, scheduling and estimating construction projects or participating in a project management team.

SALARY INFORMATION

Individual salaries vary by geographic location, the student’s education and experience, and the type and size of the employer. The median annual salary is approximately $36,000.

FEES

Please visit www.stlcc.edu/fees for the most current information. Additional fees apply to some courses. Fees are subject to change.

CONTACT INFORMATION

Richard S. Unger, P.E.
professor, program coordinator
314-513-4308 or
314-513-4319
runger@stlcc.edu

YOU CAN EARN THIS CERTIFICATE AT: Florissant Valley
You may take general education classes toward this degree at any of our campuses or education centers.
## Certificate of Specialization

<table>
<thead>
<tr>
<th>CURRICULUM</th>
<th>Course Number</th>
<th>Course Description</th>
<th>CS</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td></td>
<td>___ CE:116</td>
<td>Construction Blueprint Reading</td>
<td></td>
<td>3</td>
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<tr>
<td></td>
<td>___ CE:131</td>
<td>Construction Estimating</td>
<td></td>
<td>3</td>
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<tr>
<td></td>
<td>___ CE:132</td>
<td>Construction Scheduling</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>___ CE:235</td>
<td>Construction Office Practice</td>
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<td>3</td>
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<td></td>
<td>___ GE:101</td>
<td>Technical Computer Applications</td>
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</tbody>
</table>

**Total Credit Hours for Program:** 15

Students may submit appropriate and relevant workplace learning experience for evaluation toward technical course credit.

www.stlcc.edu/programs/Construction_Office_Management

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For information or concerns relating to discrimination matters at a particular location, you may contact the Section 504/Title II Coordinator, Donna Dare, at 314-539-5285 for matters relating to disabilities, or the Title IX Coordinator, Pam McIntyre, at 636-422-2250 for matters relating to sex discrimination.

October, 2013