Complete all 10 of the following classes

- **201S Leadership and Motivation**
  Recognize your style of leadership and how to utilize other styles when appropriate. Analyze worker needs and learn how these needs effect motivation. Determine how to improve job performance and positively influence attitudes and abilities. Learn the various roles of the leader and how these roles can be applied at the job site.

- **202S Oral and Written Communications**
  Acquire skills and understanding of positive direct communication with an emphasis on construction supervision. Grow in your abilities to help people communicate with you, listen better, and deal with the difficult person. Develop your skills in negotiating and communicating with all organizational levels and groups.

- **203P Project Solving and Decision Making**
  Understand how to solve and prevent problems and how to make decisions. Technical problems, human performance problems and scheduling problems will be reviewed. Learn how to avoid barriers to creative problem solving and how to create a problem solving atmosphere at the jobsite.

- **204P Contract Documents and Construction Law**
  Learn about common construction contract clauses and how to read a contract. Construction disputes, including differing site conditions, claims, delays and construction defects will be studied.

- **205T Planning and Scheduling**
  Learn and apply basic construction planning and scheduling skills. Prepare bar chart schedules and critical path schedules. Read complex project schedules, and understand the basics of project management by scheduling. Employ acceleration techniques.

- **206T Cost Awareness and Production Control**
  Learn and apply basic construction planning and scheduling skills. Prepare bar chart schedules and critical path schedules. Read complex project schedules, and understand the basics of project management by scheduling. Employ acceleration techniques.
Construction Supervision

- **207S Accident Prevention and Loss Control**
  Safety in the construction industry is crucial; this class will focus on managing the safety function. Review the documentation, reference materials and advisory services that are available. Using the project schedule to help prevent losses will be studied. Learn how to select methods and equipment to prevent loss. Other subjects include: delegating responsibility for safety, equipment maintenance, and common construction hazards.

- **208P Project Management for Construction Supervisors**
  Learn how to plan, organize and staff a construction project. Planning will be stressed for production and support activities. Students will learn how to formulate policies and procedures. Subcontractor management, purchasing and receiving project startup, site layout and close out will be studied.

- **209T Construction Productivity**
  Organizing a project with a goal of productivity improvement will be studied. Students will learn how to calculate and measure worker productivity. Challenge the work process, learn about personnel management, and practice work improvement analysis. Understanding workers' abilities and the impact of environmental factors will be studied. Discuss the implementing and monitoring of the productivity program.

- **210 General and Specialty Contractor Dynamics**
  Explore the dynamic relationships that exist between construction contractors of all types, (general contractors, subcontractors, specialty contractors, material and equipment suppliers), to accomplish the execution of a successful project. Understand and recognize the importance of each part of the construction system and how to coordinate the work within the system.

**Student Testimonials**

“Online distance learning is a terrific tool for busy people to manage their time and accomplish education goals.”

“I thought this was a great course. One of the best I’ve taken online. I appreciated that the instructor was present in the class discussions, this was very helpful.”

“I really like the way the instructor provided different sources and answered all questions delightfully.”

The website was straightforward and the lessons worked very well with the text.

Excellent course. Informative. Thoughtful and useful.