

APPR 166: JOB SUPERVISION

Foothill College Course Outline of Record

Heading	Value
Effective Term:	Summer 2021
Units:	5
Hours:	37 lecture, 86 laboratory per quarter (123 total per quarter)
Prerequisite:	Per California Code of Regulations, this course is limited to students admitted to the Plumbing/Pipefitting Apprentice Program.
Degree & Credit Status:	Degree-Applicable Credit Course
Foothill GE:	Non-GE
Transferable:	None
Grade Type:	Letter Grade (Request for Pass/No Pass)
Repeatability:	Not Repeatable

Student Learning Outcomes

- 2- Generate a critical path schedule for a construction project.
- 1- Explain the importance of proper record keeping on a construction project.

Description

Provides students with the knowledge and skills to properly supervise, schedule and document a construction project. No certification in job supervision is provided.

Course Objectives

The student will be able to:

- Recognize personality traits
- Negotiate difficult situations
- Resolve conflict
- Properly fill out construction related documents
- Evaluate and develop project schedules

Course Content

- Personality Traits
 - Your personality type
 - Personalities and conflicts
- Negotiating Difficult Situations
 - Image, behavior, professionalism
 - The five steps of collaborative problem solving
- Resolving Conflicts
 - Myths surrounds conflict
 - Disputes, conflicts and negotiation
- Construction Related Documents
 - Record keeping
 - As built drawings
 - Change orders
 - RFIs
 - Material requisitions
 - Delivery records
 - Accident and incident reports
 - Daily logs

- Project Schedules
 - Understand the importance of scheduling
 - Pre-construction planning
 - Short interval planning
 - Managing day-to-day activities
 - Understanding a critical path schedule
 - Develop a project and produce a critical path schedule

Lab Content

Students will work individually and in teams in the lab, which includes:

- Detailed hands-on PC training
- Completion of a comprehensive project schedule

Special Facilities and/or Equipment

- Lecture and laboratory classrooms with chalkboard
- Audio-visual equipment (slide, video, and overhead projectors)
- Supplemental handouts
- Personal computer lab with MS Project installed on individual units

Method(s) of Evaluation

Class discussion
Individual and group exercises
Completion of a project schedule using Microsoft Project

Method(s) of Instruction

Lecture
Class interaction
Group exercises
Hands-on PC training

Representative Text(s) and Other Materials

International Pipe Trades Joint Training Committee, Inc.. [JA Foreman Training Manual](#). 2010.

Although this text is older than the suggested "5 years or newer" standard, it remains a seminal text in this area of study.

Types and/or Examples of Required Reading, Writing, and Outside of Class Assignments

- Readings from the course textbook [JA Foreman Training Manual](#):
 - Chapter 5, Leadership and Motivation, pp. 5-1 through 5-10
- Writing assignments include:
 - Generation of a critical path schedule in class

Discipline(s)

Plumbing OR Steamfitting OR Air Conditioning, Refrigeration, Heating