



## BCCM 2300

**Division:** Career and Technical Education

**Department:** Building Construction and Construction Management

**Course:** BCCM 2300

**Title:** Advanced Computerized Estimating and Job Cost Accounting

**Catalog Description:**

This course focuses on computerized applications in construction estimating and job cost accounting. It emphasizes use of computers for productivity and integration of estimating and job costing for effective cost control. Course content includes typical business workflow from setup to final financial statements.

**General Education Requirements:** N/A

**Semesters Offered:** Spring

**Credit/Time Requirement:** Credit: 3; Lecture: 2; Lab: 2

**Clock/Hour Requirements:** 0

**Offered for Non-Credit:** No

**Prerequisites:** Prior or concurrent enrollment in a basic accounting course is recommended. Prior completion of BCCM 1100 or equivalent, or permission of instructor is required.

**Corequisites:** N/A

**Justification:**

This course provides essential skills in construction job cost accounting and computerized estimating for students who want to become builders, subcontractors or managers of businesses that bid jobs. It also provides a solid base for advanced training in cost control for construction and related industries.

**Student Learning Outcomes:**

Upon successful completion of this course, the students will:

- understand the methods needed to computerize the estimating for a contracting or related business
- apply estimating budgets to job cost accounting and work with cost accounting in a building or related business
- develop or enhance his/her understanding of basic accounting and financial management principles needed to successfully operate a contracting or related business
- understand and apply the methods needed to computerize the job costing and cost control procedures for a contracting or related business.

**Content:**

This course will include:

- computerization of a contracting or related business
- computerized estimating setup and workflow
- basic job cost accounting and financial management principles
- computerized system overview and setup and integration
- starting a new job-job cost accounting
- costing a job and billings
- reports period and procedures.

**General Education Outcomes:**

**Applied Education Outcomes:**

1) Students will acquire entry-level skills specific to and appropriate for employment in their chosen field of study.

Students will understand and use computerized estimating skills and learn to use the computer as an effective tools for job cost accounting and comparison of estimate to actual job costs. Students will ahve hands on experiences with office processing of estimates, ordering materials, paying invoices and using job cost reports.

**Key Performance Indicators:**

Outcome assessment will be determined by:

- performance on the computer using instructor prepared exercises (70%)
- Attendance (20%)
- final project (10%).

Percentages are approximate.

**Representative Text and/or Supplies:**

- Sage Timberline, *Office Estimating Fundamentals*
- Student Workbook
- Student workbook for job cost section developed by instructor.

**Optimum Class Size:** 12

**Maximum Class Size:** 16

**Signatures:**

I hereby submit this course syllabus:

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Officer Robert Wright, ,

I hereby find this course consistent with the goals and resources of the Building Construction and Construction Management Department:

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Marlin Christensen, M. Ed., Instructor, Chair

I hereby find this course consistent with the goals and resources of the Career and Technical Education Division:

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Michael P. Medley, MBA, Assistant Professor, Dean

I have discussed the need for library resources related to this class with the person submitting the syllabus:

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Lynn Anderson, MLIS, Technical Services Librarian (Main Campus)

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Michelle Olsen, MLS, Campus Librarian (Richfield Campus)