



The University of Southern Queensland

## Course specification

The current and official versions of the course specifications are available on the web at <http://www.usq.edu.au/coursespecification/current>.  
Please consult the web for updates that may occur during the year.

### Description: Job Organisation

Subject	Cat-nbr	Class	Term	Mode	Units	Campus
CIV	2601	78622	2, 2008	ONC	1.00	Toowoomba

<b>Academic group:</b>	FOENS
<b>Academic org:</b>	FOES03
<b>Student contribution band:</b>	2
<b>ASCED code:</b>	030901

### STAFFING

Examiner: Trevor Drysdale  
Moderator: Bob Fulcher

### RATIONALE

It is necessary for civil engineering managers and supervisors to understand the basic principles of modern engineering business management, and also to be able to prepare estimates, specifications and job plans. This course seeks to develop these skills in the student.

### SYNOPSIS

The course outlines the principles of modern civil engineering construction management, and develops skills in the taking off of quantities, the preparation of engineering estimates and the preparation of construction programmes. Aspects of contract supervision are examined, particularly the use of the Australian Standard General Conditions of Contract. The on-site supervision of civil construction work is covered, including the aspects of job safety and industrial relations.

### OBJECTIVES

On completion of this course students will be able to:

1. describe and use current practices in job planning and scheduling, contract administration and job control used in civil engineering construction; (Assignment; 2 Hour Closed Examination)
2. take off quantities from construction plans, prepare estimates, and programme construction works using techniques to balance resources, labour and cash flow; (Assignment; 2 Hour Closed Examination)
3. manage a simple engineering contract which has as its basis a nationally recognised standard General Conditions of Contract; (2 Hour Closed Examination)
4. organise a simple construction job effectively in regard to the site management of materials, plant, labour, safety and costs; (2 Hour Closed Examination)
5. describe and apply the qualities and attributes required for effective site leadership and supervision; (2 Hour Closed Examination)

## TOPICS

	Description	Weighting (%)
1.	Organisation and Management of Civil Construction Works	5.00
2.	Specifications, Drawings and Quantities	10.00
3.	Estimating and Costing	10.00
4.	Construction Planning and Scheduling	15.00
5.	Quality Systems	5.00
6.	Contract Types and Law	5.00
7.	Contract Administration and the General Conditions of Contract	10.00
8.	Sub-contracts, Payments and Contract Disputes	5.00
9.	Site Organisation and Administration	5.00
10.	Job Costing and Financial Management	5.00
11.	Control of Materials, Plant and Labour	5.00
12.	Human Relations, Leadership and Supervision	10.00
13.	Workplace Health and Safety	5.00
14.	Industrial Relations	5.00

## TEXT and MATERIALS required to be PURCHASED or ACCESSED

ALL textbooks and materials are available for purchase from USQ BOOKSHOP (unless otherwise stated). Orders may be placed via secure internet, free fax 1800642453, phone 07 46312742 (within Australia), or mail. Overseas students should fax +61 7 46311743, or phone +61 7 46312742. For costs, further details, and internet ordering, use the 'Textbook Search' facility at <http://bookshop.usq.edu.au> click 'Semester', then enter your 'Course Code' (no spaces).

1997, *Australian Standard 4000 - general conditions of contract*,

(Also available online, together with its amendments from the Library's Database page, through 'Standards On-Line Premium')

## REFERENCE MATERIALS

Reference materials are materials that, if accessed by students, may improve their knowledge and understanding of the material in the course and enrich their learning experience.

Tender documents for various types of civil engineering works.

*Australian Standard 1181-1982 Method of Measurement of Civil Engineering Works and Associated Building Works*,

(Available on-line from the Library's database page, through 'Standards On-Line Premium')

'Queensland Workplace Health and Safety Act' (Available: ).

Antill, J & Farmer, B 1991, *Antill's Engineering Management*, 3rd edn, McGraw-Hill Book Co,

## STUDENT WORKLOAD REQUIREMENTS

ACTIVITY	HOURS
Assessments	28.00
Directed Study	73.00
Examinations	2.00
Lectures	26.00
Tutorials	26.00

## ASSESSMENT DETAILS

Description	Marks out of	Wtg (%)	Due date
ASSIGNMENT	300.00	30.00	25 Aug 2008
2 HOUR CLOSED EXAMINATION	700.00	70.00	END S2 (see note 1)

### NOTES

1. Student Administration will advise students of the dates of their examination during the semester.

## IMPORTANT ASSESSMENT INFORMATION

- 1 Attendance requirements:  
There are no attendance requirements for this course. However, it is the students' responsibility to study all material provided to them or required to be accessed by them to maximise their chance of meeting the objectives of the course and to be informed of course-related activities and administration.
- 2 Requirements for students to complete each assessment item satisfactorily:  
To satisfactorily complete an individual assessment item a student must achieve at least 50% of the marks or a grade of at least C-. (Depending upon the requirements in Statement 4 below, students may not have to satisfactorily complete each assessment item to receive a passing grade in this course.)
- 3 Penalties for late submission of required work:  
If students submit assignments after the due date without extenuating circumstances then a penalty of 5% of the assigned mark may apply for each working day late up to a maximum of ten working days at which time a mark of zero can be recorded for that assignment.
- 4 Requirements for student to be awarded a passing grade in the course:  
To be assured of receiving a passing grade in a course a student must obtain at least 50% of the total weighted marks for the course.
- 5 Method used to combine assessment results to attain final grade:  
The final grades for students will be assigned on the basis of the weighted aggregate of the marks (or grades) obtained for each of the summative assessment items in the course.
- 6 Examination information:

- In a Closed Examination, candidates are allowed to bring only writing and drawing instruments into the examination.
- 7 Examination period when Deferred/Supplementary examinations will be held:  
Any Deferred or Supplementary examinations for this course will be held during the examination period at the end of the semester of the next offering of this course.
  - 8 University Regulations:  
Students should read USQ Regulations 5.1 Definitions, 5.6. Assessment, and 5.10 Academic Misconduct for further information and to avoid actions which might contravene University Regulations. These regulations can be found at the URL <http://www.usq.edu.au/corporateservices/calendar/part5.htm> or in the current USQ Handbook.

## **ASSESSMENT NOTES**

- 1 The due date for an assignment is the date by which a student must despatch the assignment to the USQ. The onus is on the student to provide proof of the despatch date, if requested by the Examiner.
- 2 Students must retain a copy of each item submitted for assessment. This must be despatched to USQ within 24 hours if required by the Examiner.
- 3 In accordance with University's Assignment Extension Policy (Regulation 5.6.1), the examiner of a course may grant an extension of the due date of an assignment in extenuating circumstances.
- 4 The Faculty will normally only accept assessments that have been written, typed or printed on paper-based media.
- 5 The Faculty will NOT accept submission of assignments by facsimile.
- 6 Students who do not have regular access to postal services or who are otherwise disadvantaged by these regulations may be given special consideration. They should contact the examiner of the course to negotiate such special arrangements.
- 7 In the event that a due date for an assignment falls on a local public holiday in their area, such as a Show holiday, the due date for the assignment will be the next day. Students are to note on the assignment cover the date of the public holiday for the Examiner's convenience.
- 8 Students who have undertaken all of the required assessments in a course but who have failed to meet some of the specified objectives of a course within the normally prescribed time may be awarded one of the temporary grades: IM (Incomplete - Make up), IS (Incomplete - Supplementary Examination) or ISM (Incomplete -Supplementary Examination and Make up). A temporary grade will only be awarded when, in the opinion of the examiner, a student will be able to achieve the remaining objectives of the course after a period of non directed personal study.
- 9 Students who, for medical, family/personal, or employment-related reasons, are unable to complete an assignment or to sit for an examination at the scheduled time may apply to defer an assessment in a course. Such a request must be accompanied by appropriate supporting documentation. One of the following temporary grades may be awarded IDS (Incomplete - Deferred Examination; IDM (Incomplete Deferred Make-up); IDB (Incomplete - Both Deferred Examination and Deferred Make-up).