


R. Lembcke & Associates MASTER COURSE LIST Updated November 25, 2024		 R. Lembcke & Associates Educational Development for Construction Professionals rlembckeassociates@gmail.com					
Course Code	Course Name	Taxonomy	Course Description	Duration + Best Practice	Delivery Model	Resources	Gold Seal Accreditation
ADMN101	<u>Business and Financial Planning for Contractors</u>	Introductory	This course will review the requirements of and differentiate between a business plan and a financial plan. The course is designed for new potential contractors, but case studies citing other types of businesses will also be used.	3 hours [1x3]	PPT/ Instruction /Exercises	On Line Instruction	1 Credit
ADMN201	<u>Construction Contract Administration</u>	Intermediate	This course will provide the participants with an overview of the various administrative requirements and responsibilities contained within the various CCDC construction contract forms. CCDC guide manuals will be referenced and used. Participants will be provided with copies of administrative forms to assist in navigating those requirements and responsibilities.	6 hours [3x2]	PPT/ Instruction /Exercises	On Line Instruction CCDC Documents, Guides	2 Credits
COMS101	<u>Strategic Communication Planning for Contractors</u>	Introductory	The ability to reach the right people in the right way at the right times in the right places is critical to the success of any business. Strategic Communication planning is critical to external and internal communications, as well as to marketing and public relations. You can't market effectively without having a plan that looks at all factors. Course leader Jill Ellis-Worthington breaks down what can be a complicated process in a step-by-step method.	3 hours (one morning or afternoon session)	PPT/ Instruction /Exercises	Strategic Planning Documents	1 Credit
COMS102	<u>Strategic Networking for Contractors</u>	Intermediate	This workshop is ideal for newcomers to business; those who want to expand their reach; introverts who need to network; those who need to freshen up their client approach.	3 hours (one morning or afternoon session)	PPT/ Instruction /Exercises	Online Instruction	1 Credit
DOCS101	<u>Construction Contract Documents</u>	Introductory	This course will provide the participants with a brief overview of the various documents used to create and form a construction contract. The course will differentiate the contract from the contract documents and discuss the role of various bid documents in forming a construction contract.	6 hours [2x3]	Lecture / PPT	CCDC Sample Documents	2 Credits
DOCS102	<u>Construction Drawing Interpretation</u>	Introductory	This course will introduce participants to the techniques and processes required to interpret construction drawings. It will cover various types of drawings, orthographic projection, orientation symbols, material symbols, dimensioning, scale, drawing components and drawing arrangements.	20 hours	Workshop	Manual and Full Set of Drawings	6 Credits
DOCS201	<u>CCA & CCDC Standard Contract Documents</u>	Intermediate	This course will provide the participants with a detailed overview of the various forms created by the Canadian Construction Association and the Canadian Construction Documents Committee for use by the industry to assist in forming construction contracts.	9 hours [3x3]	Lecture/ Workshop	CCDC 2, CCA1 Minimum	3 Credits
DOCS203	<u>CCA 53 A Trade Contractor's Guide and Checklist to Construction Contracts</u>	Intermediate	This course is directed toward trade contractors, and will assist trades to better determine their rights and responsibilities, and evaluate risk clauses under a CCA1 or other stipulated price contract. The course will overview CCA document 53 as a guide.	4 hours [one morning or afternoon session]	PPT	CCA 53	1 Credit
ESTM101	<u>An Introduction to Construction Estimating</u>	Introductory	This course will provide participants with a comprehensive overview of the construction estimating process.	12 hours [4x3 or 3x4]	PPT/ Instruction /Exercises	On Line Instruction	4 Credits
ESTM102	<u>Applied Quantity Surveying</u>	Introductory	This course will provide participants with a solid introduction to quantity surveying practices and procedures. A small fictional commercial building will form the practical resource for learning.	16 hours [4x4]	Instruction/Workshops	Plans, Take off sheets	5 Credits
ESTM201	<u>Construction Budget Estimating Processes</u>	Intermediate	This course will provide the participant with a comprehensive overview of various processes and procedures used to establish budget estimates for construction projects.	9 hours [3x3]	PPT/ Instruction /Exercises	CIQS Publications / Excel Spreadsheet	3 Credits
LAWS101	<u>Construction Contract Law</u>	Introductory	This course will cover the fundamentals of forming a contractual agreement including statute versus common law, the law of contract, the necessary elements of validity, various categories of agreement, assignment of rights and obligations, breach of contract and remedies available to the parties and the courts in the event of breach. This course will also provide participants with an understanding of the responsibilities of the parties involved in a construction contract including the prime obligees, subordinate obligees or assignees, agents, principals and third parties.	9 hours [3x3]	Lecture / PPT	Notes and handouts	3 Credits
RSKM101	<u>An Introduction to Construction Risk Management</u>	Introductory	This course will provide the participant with a comprehensive approach to managing risk within the construction industry, including the identification, analysis, mitigation, control and monitoring of the many risks faced by the construction industry.	12 hours [options: 3x4, 4x3, 2x6 or 1x8]	PPT / Workshop	Risk checklist, risk categories, risk analysis matrix, risk assessment spreadsheet	4 Credits