

SAMPLE PROGRAM OF INSTRUCTION (POI)
FOR RESIDENT COURSE

1. POC:
Curriculum and Instructional Standards Office
Naval Construction Training Center (Of course this would be a Coast Guard site)
5510 CBC 8th St.
Gulfport, MS 39501-5003
(333) 333-3333
2. FULL TITLE OF COURSE (no abbreviations): Construction Planning and Estimating Specialist
3. COURSE ID NUMBER (DIN): A-412-0012 (Very few Coast Guard resident courses have numbers.)
4. TRAINING SITES (Include ALL):
 - a. Official Name: Naval Construction Training Center
City, State: Gulfport, MS
 - b. Official Name: Naval Construction Training Center
City, State: Port Hueneme, CA
5. LENGTH IN 5 DAY WEEKS: 10 Weeks
6. NUMBER OF ACADEMIC HOURS: 400
7. IMPLEMENTATION DATE OF CURRENT CURRICULUM: May 1997
8. COURSE MISSION: To provide selected E-5 through E-7 personnel in the BU, CE, SW, UT, and EO ratings with the knowledge and skills necessary to PLAN, ESTIMATE, SCHEDULE, an REPORT on construction projects at existing naval bases, advance bases, and selected off-base sites during peacetime and contingency operations IAW NAVFAC P-405.
9. PREREQUISITES: Selected BU, EA, CE, SW, UT and EO ratings.
10. METHOD OF INSTRUCTION: Group-paced.
11. PIPELINE INFORMATION: Not a pipeline course.
12. LIST OF MAJOR TOPICS / LEARNING OUTCOMES: See attached.
13. HOURLY BREAKDOWN OF MAJOR TOPICS / LEARNING OUTCOMES: See attached.
14. THIS COURSE IS A (CHECK ONE):
 New Course.
 Existing course never evaluated.
 Course previously evaluated by ACE, which has undergone a revision.

PROGRAM OF INSTRUCTION
(Outline of Instruction)

Unit Zero: Course Administration

	CLASS	LAB	TOTAL
Lesson Topic 0.1 Introduction / Registration	2	0	2
Lesson Topic 0.2 Safety Practices	2	0	2
Lesson Topic 0.3 Study Techniques	2	0	2
Lesson Topic 0.4 Tests	3	0	3
Lesson Topic 0.5 Course Critique & Graduation	2	0	2
UNIT ZERO TOTAL	11	0	11

Unit One: Estimating Procedures

	CLASS	LAB	TOTAL
Lesson Topic 1.1 Construction Mathematics	12	18	30
Lesson Topic 1.2 Develop Project Package	6	3	9
Lesson Topic 1.3 Introduction to Estimating	6	4	10
Lesson Topic 1.4 Blueprints and Specifications	2	5	7
UNIT ONE TOTAL	26	30	56

Unit Two: Estimating Materials

	CLASS	LAB	TOTAL
Lesson Topic 2.1 Estimating Site work	6	6	12
Lesson Topic 2.2 Estimating Concrete	6	26	32
Lesson Topic 2.3 Estimating Masonry	5	11	16
Lesson Topic 2.4 Estimating Metal	5	19	24
Lesson Topic 2.5 Estimating Carpentry	3	2	5
Lesson Topic 2.6 Estimating Moisture Protection	4	4	8
Lesson Topic 2.7 Estimating Doors, Windows and Hardware	3	5	8
Lesson Topic 2.8 Estimating Finishes	12	23	35
Lesson Topic 2.9 Estimating Mechanical	8	16	24
Lesson Topic 2.10 Estimating Electrical	9	14	23
UNIT TWO TOTAL	61	126	187

Unit Three: Project Planning, Scheduling and Reporting

	CLASS	LAB	TOTAL
Lesson Topic 3.1 Material Procurement	2	6	8
Lesson Topic 3.2 Detailed Project Planning	9	16	25
Lesson Topic 3.3 Network Analysis	18	38	56
Lesson Topic 3.4 CBCM Computer Software	8	49	57
UNIT THREE TOTAL	11	0	11

Total Periods, Class 135
 Total Periods, Lab/Practical* 265
 Total Periods, of Course* 400
 Total Weeks of Course..... 10

*YOU MAY SUBMIT MASTER COURSE SCHEDULE INSTEAD IF IT LISTS THE TOTAL HOURS.

Documentation for Resident Course

Date: _____

Please check: _____ **ADDING COURSE:** _____ **DELETING COURSE:** _____

Name of course: _____

Short Name: _____ Length of Course: _____ Origin Date: _____
Short Name: _____ Length of Course: _____ Revised Date: _____
Short Name: _____ Length of Course: _____ Deletion Date: _____

Is this course going off-line? ___yes___no If yes, has ACE been notified?
___yes___no

Does course replace previous course? ___yes___no If yes, what
course? _____

Name of Training Center: _____ Location: _____

SMS: _____ Telephone No. () _____

Classification of course: ___Unclassified___ Classified
If classified, give classification) _____

Who determined date for course? _____

Does course meet ACE requirements? ___yes___no

REMAINDER TO BE COMPLETED BY COAST GUARD INSTITUTE STAFF:

Was Curriculum Outline received for course? ___yes___no

Were textbooks, pamphlets received for course? ___yes___no
If yes, how many? _____

Were textbooks, pamphlets sent to ACE? ___yes___no

Date Curriculum Outline was sent to ACE: _____

Comments:

* Date course was reviewed originally by ACE. Shows historical listing for course. If course has changed, you would list the current start date for the revision in the revised date section. If course ends and is not replaced, show the ending date in the deletion date section.