

**STUDY SESSIONS FOR THE CSI CDT EXAM
FY 2009**

**Cost: CSI Member: \$35.00
Non Member: \$45.00**

Register no later than January 7, 2009 with check payable to Mitch Miller.

**Thursday January 15, 2009, 6:00 – 8:30 P.M., Location: USA Architects, Easton
Thursday January 29, 2009, 6:00 – 8:30 P.M., Location: USA Architects, Easton
Thursday February 12, 2009, 6:00 – 8:30 P.M., Location: USA Architects, Easton
Thursday February 26, 2009, 6:00 – 8:30 P.M., Location: USA Architects, Easton
Thursday March 12, 2009, 6:00 – 8:30 P.M., Location: USA Architects, Easton
Thursday March 26, 2009, 6:00 – 8:30 P.M., Location: USA Architects, Easton**

Exam Date Window: March 30 – April 4, 2009 Location: Prometric Testing Site

**Instructor: Mitch Miller, AIA, CCS, CSI, MAI (Allentown Chapter Certification Chair)
USA Architects
1 S. 3rd Street, Seventh Floor
Easton, PA 18042
E-Mail: mmiller@usaarchitects.com
Phone: 610-559-6000, x 664**

TEXT: CSI's Project Resource Manual, Copyright 2004.
CSI Masterformat 2004.

Additional Supplies Required: Pens and Paper to take notes. Students are permitted to use tape recorders to help with the comprehension of session lectures.

COURSE OBJECTIVE:

The primary goal of this course is to introduce the general principles of Construction Documents, Specifications Writing and the Contracts associated with the Construction Industry. Since Specifications are such a critical part of the construction documents we will spend a great deal of time with the importance and use of specifications. A major portion of these sessions will rely upon the readings in the 2004 Project Resource Manual (PRM). It is important that each individual reads the material prior to each session.

ATTENDANCE AND CONDUCT:

All classes shall begin on time, so please be prompt and ready to begin at the scheduled time. Allow your class time to be uninterrupted for the duration of each session. Please turn off all pages, cell phones, etc. as to no interfere with the class.

TEST REGISTRATION:

Registration for the test is separate from registering for the study sessions. Registration for the test can be done online at www.csinet.org. The exam cost is \$235.00 for CSI members and \$370.00 for non-members. Exams are administered by Prometrics, see www.prometic.com for locations.

COURSE OUTLINE:

Please use this outline as a guide. I don't expect the dates to be completely accurate, depending on how fast or slow we progress, but the order in which we cover the material will follow this outline. I will make reference to details and drawings from the book. Appropriate chapters should be read **prior** to when the material is covered in class.

Week 1	Jan	15	Course Introduction <u>Session 1 Introduction and Project Conception</u> The Project; The Project Team; Project Participants; Project Team Participation; Facility Life Cycle. Defining the Project; Preliminary Studies and Due Diligence; Site Selection. Budget; Project Scheduling; Facility Performance Criteria; Information Integration. <u>Session 2 Project Delivery</u> Services; Factors Affecting Project Delivery; Project Delivery Methods and Services; The Project Team. Instructor: Mitch Miller, AIA, CCS, CSI, MAI Location: USA Architects
Week 2	Jan	29	<u>Handout Test (Week 1 Info)</u> <u>Session 3 Design</u> Design Processes and Phases; Project Evaluation and Selection; Quality; Controlling the Variables; Cost Estimating and Value Analysis; Schematic Design Documentation; Design Development Documentation. <u>Session 4 Document Formats</u> UniFormat, MasterFormat, SectionFormat, PageFormat, and Omniclass. Instructor: Mitch Miller, AIA, CCS, CSI, MAI Location: USA Architects
Week 3	Feb	12	<u>Handout Test (Week 2 Info)</u> <u>Session 5 Division 00</u> Procurement Requirements; Construction Agreements; Conditions of the Contract. <u>Session 6 Division 01</u> Division 01 General Requirements. <u>Session 7 Specifications Writing</u> Project Manual and Specifications Practice. Instructor: Mitch Miller, AIA, CCS, CSI, MAI Location: USA Architects

Week 4	Feb	26	<p><u>Handout Test (Week 3 Info)</u> <u>Session 8 Specifications Methods and Language</u> Methods of Specifying; Specification Language. <u>Session 9 Document Coordination</u> Drawings; Coordinating Drawings and Specifications. <u>Session 10 Modifications and Warranties</u> Modifications; Warranties.</p> <p>Instructor: Mitch Miller, AIA, CCS, CSI, MAI Location: USA Architects</p>
Week 5	Mar	12	<p><u>Handout Test (Week 4 Info)</u> <u>Session 11 Procurement and Construction</u> Pricing; Purchasing; Funding; Project Information. <u>Session 12 Facilities Management</u> Roles and responsibilities; Project Closeout; Commissioning; Operations and Maintenance.</p> <p>Instructor: Mitch Miller, AIA, CCS, CSI, MAI Location: USA Architects</p>
Week 6	Mar	26	<p>Course Review <u>Study Questions</u> 50 multiple choice questions to help you think about what you've studied. <u>Study Question Answers</u> <u>Exam Tips</u></p> <p>Instructor: Mitch Miller, AIA, CCS, CSI, MAI Location: USA Architects</p>

END OF SYLLABUS