

SAMPLE PROGRAM OF INSTRUCTION (POI)  
FOR RESIDENT COURSE

1. POC: Dr. Harvey Woodrome  
Curriculum and Instructional Standards Office  
Naval Construction Training Center (Of course this would be a Coast Guard site)  
5510 CBC 8<sup>th</sup> St.  
Gulfport, MS 39501-5003  
(228) 871-2974
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\_\_\_

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**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.