

## NEW! TC3.biz Construction Certificate Program

Adding basic skills in math, estimating, construction management, leadership, and computer technology will increase your effectiveness and your potential!

Co-sponsored by Tompkins-Cortland Building Trades Council and Skilled Trades Diversity Council.

Increased competition has caused an increased demand for better-qualified construction employees, while shortages in the field are providing career opportunities. It is estimated that about 250,000 trained professionals will be needed every year for the next 5 to 10 years! TC3 has designed this new noncredit program collaboratively with construction industry leaders, employers, and educators in response to workforce needs. Tailored to the entry level construction worker or individual in the industry who wants to enhance his or her skills to take advantage of promotional opportunities in the field, this program is taught in a relaxed, no tests, no grades environment.

AND completion of the certificate program will provide you up to 2 restricted elective credits should you decide to enter the Construction Technology Degree Program at TC3! All sessions are held at our convenient downtown Ithaca Extension Center from 6 to 9 p.m. on Wednesday evenings.

### ***Basic Construction Math and Basic Estimating***

- Basic math concepts
- Measurements in the construction industry
- Estimating material, equipment, labor, taxes, insurance, and change order management

Wednesdays, February 27 to March 19

Instructor: Ben Curtis, construction technology instructor

Room: TC3 Tioga Place, Room 611

### ***Basic Construction Management***

- Basic roles and responsibilities
- Communication and documents such as plans, bids, specs, contracts, change orders
- Construction regulation including planning, zoning, environmental and building codes.

Wednesdays, March 26 to April 9th

Instructor: Ben Curtis, construction technology instructor

Room: TC3 Tioga Place, Room 611

### ***Basic Computer Skills***

- Mouse movements
- MS Windows overview
- The difference between memory and storage
- How a computer works...
- Measuring quantities of data
- What are "goopy objects"?
- Saving files and finding them
- Navigating with Windows Explorer
- "Open" and "Save As" dialog boxes

Wednesdays, April 16 and 30th

Instructor: Matthew Wyllyamz, consultant and trainer

Room: TC3 Tioga Place, Room 516

### ***Core Leadership Skills***

- Characteristics of effective leaders
- Opportunities for your own growth
- Applying situational leadership skills
- Keys to effectively supervising others

Wednesday, April 23rd

Instructor: Bob Stezzi, consultant and trainer

Room: TC3 Tioga Place, Room 611

***Project supported in part by a SUNY Workforce Grant for construction occupations.***

***Expanding Statewide Capacity to serve the Education and training Needs of the NYS Construction Industry.***

Register today by calling  
Michele Garrow at  
(607) 844-8222, Ext. 4330  
or emailing  
[garrowm@tc3.biz](mailto:garrowm@tc3.biz)  
(Preregistration is required)

**Fee for this program is \$99.00 (partially subsidized as part of a SUNY Workforce Grant for construction occupations)**