A. Course Description
   - Credits: 3.00
   - Lecture Hours/Week: 3.00
   - Lab Hours/Week: 0.00
   - OJT Hours/Week: 0
   - Prerequisites: None
   - Corequisites: None
   - MnTC Goals: None

This course is an overview of the competitive bidding process including job estimating, proposal writing, and project specifications. It includes practice in completing business records common to the landscape horticulture industry.

B. Course Effective Dates: 3/23/98 – Present

C. Outline of Major Content Areas
   - As noted on course syllabus

D. Learning Outcomes
   1. Analyze contingency costs
   2. Analyze equipment costs
   3. Analyze job profits
   4. Analyze labor costs
   5. Analyze project blueprints
   6. Analyze project specifications
   7. Analyze project warranties
   8. Analyze site maintenance costs
   9. Compute contingency costs
  10. Compute equipment costs
  11. Compute hardscape installation costs
  12. Compute labor costs
  13. Compute landscape lighting costs
  14. Compute overhead costs
  15. Compute plant installation costs
16. Compute project profits
17. Compute project warranty costs
18. Compute site demolition costs
19. Compute site maintenance costs
20. Compute turf costs
21. Define bidding process
22. Define contract terms
23. Define estimating terms
24. Define general conditions
25. Define project overhead
26. Define project specifications
27. Demonstrate plan take-offs
28. Describe job change orders
29. Describe job cost records
30. Describe job work orders
31. Describe measuring aids and implements
32. Describe project sequencing
33. Describe scheduling procedures
34. Describe site measuring procedures
35. Describe subcontracted services
36. Describe vendor quote requests
37. Develop contract terms
38. Develop estimating forms
39. Develop general conditions
40. Develop subcontractor bid form
41. Fill out estimating forms
42. Formulate estimating procedures
43. Identify estimating procedures
44. List required licenses and forms
45. Measure site features
46. Prepare plan take-offs
47. Prepare project bids and proposals
48. Record site measurement data

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

F. Learner Outcomes Assessment

   As noted on course syllabus

G. Special Information
None noted