

VIDEO USER GUIDE

Business Success Video Package

Total Play Time: [20:37:55]



The best way to understand the concepts in this program is to use the videos along with the textbook. The videos contain explanations and commentary from a panel of experts that expand on the concepts in the textbook and help you understand the application of the topics in real-world situations. Whether you're a visual or an auditory learner, watching these videos will enhance your knowledge and understanding.

- Watch the videos sequentially and follow along with the textbook. Stop and review any section that you don't understand.
- Work through the questions in your textbook to test your comprehension.

Business Management Skills

VIDEO USER GUIDE

Play Time Total 3:21:47



Business Management Skills Video Play Time

Please note that this video was made by Mike Holt as part of a business management live event. While some of the topics discussed might be covered in the Business Management Skills textbook, it was recorded as an independent video, not relating directly to the textbook, but is a supplement to it.

Understanding Electrical Estimating



VIDEO USER GUIDE

Play Time Total 17:16:08

	<u>Play Time</u>	<u>Book Page #</u>
CHAPTER 1 – INTRODUCTION TO ESTIMATING	[2:48:28]page 1
1.1 Introduction to Estimating	[0:01:12]	
1.2 Who Needs an Estimate?	[0:20:31]	
1.3 What is an Estimate?.....	[0:10:58]	
1.4 Estimate Types.....	[0:26:18]	
1.5 Estimates and Design Stages.....	[0:21:30]	
1.6 Estimating System	[0:18:44]	
1.7 Estimating vs Bidding	[0:07:31]	
1.8 Can I be Competitive?	[0:50:03]	
1.9 The Electrical Market	[0:11:41]	
CHAPTER 2 – QUALITIES OF AN ESTIMATOR.....	[0:47:24]page 35
2.1 Introduction	[0:00:29]	
2.2 Personal Qualities of an Estimator.....	[0:10:39]	
2.3 Responsibilities of an Estimator	[0:26:11]	
2.4 Field Experience and Job Skills	[0:10:05]	
CHAPTER 3 – THE ESTIMATING PROCESS	[1:30:41]page 47
3.1 Introduction	[0:00:29]	
3.2 The Estimating Workspace	[0:09:43]	
3.3 The Estimating Tools	[0:14:43]	
3.4 The Detailed Estimating Method.....	[0:18:28]	
3.5 Estimate Accuracy	[0:16:46]	
3.6 Estimating Techniques.....	[0:29:23]	

CHAPTER 4 – THE TAKEOFF[2:07:22].....page 69

- 4.1 Introduction [0:04:23]
- 4.2 The Takeoff Sequence..... [1:03:19]
- 4.3 The Takeoff [0:25:21]
- 4.4 Takeoff Systems [0:05:17]
- 4.5 Determining the Bill of Material..... [0:07:37]
- 4.6 Determining Labor [0:02:21]
- 4.7 Pricing Material and Labor [0:02:31]
- 4.8 Extension..... [0:08:05]
- 4.9 Historical Data [0:08:28]

CHAPTER 5 – DETERMINING LABOR COSTS.....[3:41:45].....page 113

- 5.1 Introduction [0:05:09]
- 5.2 Basis of a Labor Unit [0:36:55]
- 5.3 Expressing Labor Units [0:13:12]
- 5.4 Components of a Labor Unit..... [0:18:54]
- 5.5 Labor-Unit Manuals [0:05:06]
- 5.6 Adjusting Labor Units..... [0:27:46]
- 5.7 Labor Unit Variables [1:54:43]

CHAPTER 6 – UNIT PRICING[0:30:04].....page 153

- 6.1 Introduction [0:04:56]
- 6.2 What is Unit Pricing?..... [0:01:17]
- 6.3 Unit Pricing Applications..... [0:23:51]

CHAPTER 7 – DETERMINING BREAK-EVEN COST[1:23:09].....page 161

- 7.1 Introduction [0:07:14]
- 7.2 Break-Even Cost Summary Worksheet..... [0:02:02]
- 7.3 Labor Hours and Labor Cost..... [0:23:44]
- 7.4 Material Cost [0:30:46]
- 7.5 Direct-Job Expenses [0:03:29]
- 7.6 Estimated Prime Cost..... [0:02:20]
- 7.7 Overhead [0:03:24]
- 7.8 Break-Even Cost Review..... [0:10:10]

CHAPTER 8 – THE BID PROCESS[2:15:24].....page 197

- 8.1 Introduction [0:02:17]
- 8.2 Listen to Your Gut Feelings..... [0:17:56]
- 8.3 Job Selection..... [0:10:04]
- 8.4 Financial Resources..... [0:05:29]
- 8.5 Just Say No!..... [0:03:28]
- 8.6 Understanding Bid Types..... [0:11:38]
- 8.7 The Accurate Bid [0:26:16]
- 8.8 How Much Profit is Reasonable?..... [0:10:14]
- 8.9 Calculating Bid Price..... [0:05:48]
- 8.10 Bid Analysis [0:19:39]
- 8.11 The proposal [0:06:50]
- 8.12 Closing the Deal..... [0:15:45]

CHAPTER 9 – SOFTWARE-BASED ESTIMATING[2:11:51].....page 229

- 9.1 Introduction [0:23:09]
- 9.2 Estimating Software..... [1:30:49]
- 9.3 Backup System..... [0:01:16]
- 9.4 Can I Afford It? [0:00:45]
- 9.5 Material Pricing Services [0:15:52]