## **CONS 70A Course Outline as of Fall 2002**

# **CATALOG INFORMATION**

Dept and Nbr: CONS 70A Title: INTRO TO PROJ ORG & MNG Full Title: Introduction to Project Organization and Management Last Reviewed: 10/8/2018

Units		<b>Course Hours per Week</b>		Nbr of Weeks	<b>Course Hours Total</b>	
Maximum	1.50	Lecture Scheduled	1.50	17.5	Lecture Scheduled	26.25
Minimum	1.50	Lab Scheduled	0	8	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	1.50		Contact Total	26.25
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 52.50

Total Student Learning Hours: 78.75

Title 5 Category:	AA Degree Applicable
Grading:	Grade Only
Repeatability:	00 - Two Repeats if Grade was D, F, NC, or NP
Also Listed As:	
Formerly:	CONS 70

## **Catalog Description:**

Introduction to organization and management of construction projects, including principles of contracts, estimating, bidding and scheduling. Project management cycle and responsibilities of participants will be explained.

**Prerequisites/Corequisites:** 

**Recommended Preparation:** Eligibility for ENGL 100 or ESL 100

## **Limits on Enrollment:**

## **Schedule of Classes Information:**

Description: Introduction to organization and management of construction projects, including principles of contracts, estimating, bidding and scheduling. Project management cycle and responsibilities of participants explained. (Grade Only) Prerequisites/Corequisites: Recommended: Eligibility for ENGL 100 or ESL 100 Limits on Enrollment:

# **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

AS Degree: CSU GE:	Area Transfer Area	I.		Effective: Effective:	Inactive: Inactive:
<b>IGETC:</b>	Transfer Area	L		Effective:	Inactive:
CSU Transfer	:Transferable	Effective:	Fall 1981	Inactive:	
UC Transfer:		Effective:		Inactive:	

## CID:

## **Certificate/Major Applicable:**

Certificate Applicable Course

# **COURSE CONTENT**

## **Outcomes and Objectives:**

The students will:

- 1. Analyze the project process cycle.
- 2. Document the roles of participants in the project process.
- 3. Describe the roles and responsibilities of the project manager.
- 4. Interpret and write a simple contract.
- 5. Interpret construction documents, including contract gen. conditions.
- 6. Evaluate estimate contents and determine the basis for bidding.
- 7. Interpret and prepare simple construction project schedules.
- 8. Correctly utilize construction terminology.

# **Topics and Scope:**

- 1. Introduction to the design process
  - a. Professional roles
  - b. Documentation
- 2. Introduction to the construction project cycle
- a. Professional roles
  - b. Documentation
- 3. Construction working drawing
- a. Contents and interpretation
- b. Retrieving information
- c. Application
- 5. Specification
- a. Contents and interpretation
- b. Retrieving information
- c. Application
- 6. Contracts
- a. Principles of a contract
- b. Requirements for making a contract

- c. Case studies
- 7. Estimating
- a. Principles of estimating
- b. Examination of estimate documents
- c. Case studies and applications
- 8. The bid process
- a. Examination of bid documents
- b. Bid selection
- 9. Scheduling
- a. Principles of scheduling
- b. Examination of scheduling documents
- c. Case studies and applications

#### Assignment:

- 1. Reading text.
- 2. Completing exercises and problem solving assignments.
- 3. Interpreting working drawing content.
- 4. Interpreting specifications information.
- 5. Research and preparation of simple contract.
- 6. Research and preparation of simple schedules.
- 7. Research and preparation of 3-5 page paper on project organization or estimating.
- 8. Written assignments involving analysis and synthesis of course material.

## Methods of Evaluation/Basis of Grade:

**Writing:** Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Written homework, Term papers, CONSTRUCTION REPORTS & FORMS

**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Homework problems, Quizzes, Exams, PROJECT SCHEDULES

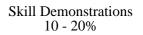
**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Class performances

**Exams:** All forms of formal testing, other than skill performance exams.

Writing 20 - 40%

Problem solving 20 - 35%



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**Other:** Includes any assessment tools that do not logically fit into the above categories.

# CLASS PARTICIPATION

**Representative Textbooks and Materials:** Gould, Managing the Construction Process. Prentice Hall, 1997.

Exams		
20 -	30%	

Other Category 0 - 10%