

**CONS 70B Course Outline as of Fall 2002****CATALOG INFORMATION**

Dept and Nbr: CONS 70B Title: PROJECT ORG &amp; MNGMNT

Full Title: Project Organization and Management

Last Reviewed: 11/26/2018

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
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:

**Catalog Description:**

Examination of project organization and management issues. Topics include: contract principles, including General Conditions; business requirements, including tracking the money, record keeping, bonds, and insurance; construction operations including pre-construction planning; payment schedules including measurements, payment, changes, and extra work; claims and disputes; and project closeout. Integration of consultant work included.

**Prerequisites/Corequisites:**

Course Completion of CONS 70A ( or CONS 70)

**Recommended Preparation:**

Eligibility for ENGL 100 or ESL 100

**Limits on Enrollment:****Schedule of Classes Information:**

Description: Examination of construction project organization and management issues. Topics include: contract principles; business requirements; construction operations; payment schedules; and claims and disputes. (Grade Only)

Prerequisites/Corequisites: Course Completion of CONS 70A ( or CONS 70)

Recommended: Eligibility for ENGL 100 or ESL 100

Limits on Enrollment:

Transfer Credit: CSU;

Repeatability: Two Repeats if Grade was D, F, NC, or NP

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

<b>AS Degree:</b>	<b>Area</b>	Effective:	Inactive:
<b>CSU GE:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>IGETC:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>CSU Transfer:</b>	Transferable	Effective: Fall 2002	Inactive:
<b>UC Transfer:</b>		Effective:	Inactive:

**CID:**

**Certificate/Major Applicable:**

Certificate Applicable Course

## **COURSE CONTENT**

### **Outcomes and Objectives:**

The students will:

1. Describe the role and responsibilities of the project manager.
2. Explain the importance of the General Conditions of a construction contract.
3. Describe bonding and insurance requirements.
4. Outline the sequence of basic construction operations.
5. Prepare pre-construction planning documents.
6. Prepare common construction project documentation.
7. Interpret payment schedules and prepare related documentation.
8. Prepare documentation related to changes and extra work.
9. Describe project closeout procedures.
9. Interpret claims documents.
10. Describe the role of the project manager in disputes.
11. Outline alternative dispute resolution procedures.

### **Topics and Scope:**

1. Review of the construction project cycle.
2. General Conditions of the contract.
3. Bonding and insurance practices.
4. Sequence of basic construction operations.
5. Pre-construction planning.
6. Typical Construction Reports.
7. Change Orders and contract extras.
8. Tracking the money.
9. Common construction claims and their documentation.
10. Alternative dispute resolution options.

## 11. Project closeout procedures.

### Assignment:

1. Reading text.
2. Completing exercises and problem solving assignments such as:
  - a. Evaluating provisions of the General Conditions.
  - b. Comparing different bonding and insurance options.
  - c. Outlining the sequence of basic construction operations.
  - d. Interpreting construction planning information.
  - e. Research and preparation of simple construction reports.
  - f. Interpreting and applying change order and extra work information.
  - g. Interpreting claim documentation
  - h. Applying alternative dispute resolution techniques to mock problems.
3. Written assignments involving analysis and synthesis of course material.
4. Research and preparation of paper.

### 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

Writing  
20 - 40%

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

Homework problems, Quizzes, Exams, PROJECT SCHEDULES

Problem solving  
20 - 35%

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

Class performances

Skill Demonstrations  
10 - 20%

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

Multiple choice, True/false, Matching items, Completion

Exams  
20 - 30%

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

CLASS PARTICIPATION

Other Category  
0 - 10%

**Representative Textbooks and Materials:**

Gould, Managing the Construction Process. Prentice Hall, 1997.