

**CONS 70A Course Outline as of Fall 2012****CATALOG INFORMATION**

Dept and Nbr: CONS 70A Title: INTRO TO PROJ ORG &amp; MGT

Full Title: Introduction to Project Organization and Management

Last Reviewed: 10/8/2018

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: 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 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:

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:
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<b>CSU Transfer:</b>	Transferable	Effective:	Fall 1981	Inactive:
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<b>UC Transfer:</b>		Effective:		Inactive:
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**CID:**

**Certificate/Major Applicable:**

Certificate Applicable Course

## **COURSE CONTENT**

**Outcomes and Objectives:**

The students will:

1. Analyze the construction project cycle.
2. Document the roles of participants in the project process.
3. Describe the responsibilities of the construction manager.
4. Interpret and write a simple contract.
5. Interpret construction documents, including contract general conditions.
6. Correctly utilize construction terminology.

**Topics and Scope:**

1. Introduction to the design and construction process
  - a. Roles and responsibilities of owner and architect during design
  - b. Roles and responsibilities of owner, contractor, subcontractor, architect and construction manager during construction
  - c. California construction industry organization
  - d. Sustainability issues
2. The construction project cycle
  - a. Overview
  - b. Stages in the process
  - c. Documentation of the process
3. Contract documents: Working drawings, specifications and regulatory authority documentation
  - a. Contents and interpretation
  - b. Retrieving information
  - c. Using working drawings
  - d. Adenda
4. Contracts
  - a. Elements of a contract
  - b. Types of construction contracts: Stipulated sum contracts, cost-plus-fee contracts, unit price

- contracts and contracts with quantities
  - c.General Conditions of a contract
  - d.Supplemental Conditions of a contract
  - e.Subcontracts and supply contracts
- 5. Bonding and insurance
  - a. Types of bonds and insurance
  - b. Owner and contractor responsibilities
- 6. The bid process: competitive and negotiated
  - a. Types of bidding
  - b.Examination of contract documents
  - c.Role of the quantity survey and the estimate
  - d.Preparing for bidding or negotiating
  - e. Bid selection
  - f.Pre-construction planning and scheduling
- 7.Building the project
  - a.Roles and responsibilities of owner, contractor, subcontractor, architect and construction manager
  - b.Types of schedules: time, labor, materials, money
  - c.Site management
  - d.Building inspection
  - e.Project closeout procedures
- 8.Typical Construction Reports
  - a. Change Orders and contract extras
  - b. Construction costs
  - c. Common construction claims and their documentation
- 9. Dispute resolution options
  - a.Arbitration
  - b.Mediation
  - c.Legal actions

**Assignment:**

1. Read 20-30 pages of text per week
2. Written homework assignments involving analysis and synthesis of course material (6-10)
3. Research and prepare one simple contract
4. Research paper (3-5 pages)
5. Quizzes (2-3)
- 6.Final exam or final project and presentation

**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, research paper, simple contract, final project - if any

Writing  
40 - 60%

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

None

Problem solving  
0 - 0%

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

None

Skill Demonstrations  
0 - 0%

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

Exams: Multiple choice, true/false, matching items, completion, may include essay questions

Exams  
40 - 60%

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

Class participation and presentation of final project - if any

Other Category  
0 - 20%

**Representative Textbooks and Materials:**

Dykstra: Construction Project Management: A Complete Introduction; Kirschner Publishing, 2011

Gould, Managing the Construction Process. Prentice Hall, 1997 (classic)

Instructor prepared materials