

CONS 70A Course Outline as of Fall 2019**CATALOG INFORMATION**

Dept and Nbr: CONS 70A Title: INTRO TO PROJ ORG & 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	4	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:

This course is an introduction to the organization and management of construction projects, including principles of contracts, estimating, bidding, scheduling, project management cycle, and responsibilities of participants.

Prerequisites/Corequisites:**Recommended Preparation:**

Eligibility for ENGL 100 or ESL 100

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

Description: This course is an introduction to the organization and management of construction projects, including principles of contracts, estimating, bidding, scheduling, project management cycle, and responsibilities of participants. (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:

AS Degree:	Area	Effective:	Inactive:
CSU GE:	Transfer Area	Effective:	Inactive:

IGETC:	Transfer Area	Effective:	Inactive:
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CSU Transfer:	Transferable	Effective:	Fall 1981	Inactive:
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UC Transfer:		Effective:		Inactive:
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CID:

Certificate/Major Applicable:

Certificate Applicable Course

COURSE CONTENT

Student Learning Outcomes:

Upon completion of the course, students will be able to:

1. Explain the organization of the construction industry and the role of the construction manager.
2. Describe the fundamentals of construction contracts.
3. Define the stages of the construction project cycle.

Objectives:

During the course, 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:

- I. 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
- II. The Construction Project Cycle
 - A. Overview
 - B. Stages in the process
 - C. Documentation of the process
- III. Contract Documents: Working Drawings, Specifications and Regulatory Authority Documentation

- A. Contents and interpretation
 - B. Retrieving information
 - C. Using working drawings
 - D. Adenda
- IV. 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
- V. Bonding and Insurance
- A. Types of bonds and insurance
 - B. Owner and contractor responsibilities
- VI. 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
- VII. 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
- VIII. Typical Construction Reports
- A. Change Orders and contract extras
 - B. Construction costs
 - C. Common construction claims and their documentation
- IX. Dispute Resolution Options
- A. Arbitration
 - B. Mediation
 - C. Legal actions

Assignment:

1. Reading (20-30 pages each week)
2. Written homework 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 and/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.

Homework, research paper, and simple contract

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.

Quizzes and/or exams

Exams
20 - 40%

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

Class participation and/or presentation of final project

Other Category
0 - 20%

Representative Textbooks and Materials:

Construction Project Management: A Complete Introduction. 2nd ed. Dykstra, Alison. Kirschner Publishing. 2018

Managing the Construction Process. 4th ed. Gould, Frederick. Pearson. 2011 (classic)

Instructor prepared materials