

**CONS 70A Course Outline as of Fall 2019****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	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:**

<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 1981	Inactive:
<b>UC Transfer:</b>		Effective:	Inactive:

### **CID:**

**Certificate/Major Applicable:**  
Certificate Applicable Course

## **COURSE CONTENT**

### **Student Learning Outcomes:**

At the conclusion of this course, the student should 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