



Purpose: It is the intention of this Administrative-Master Syllabus to provide a general description of the course, outline the required elements of the course and to lay the foundation for course assessment for the improvement of student learning, as specified by the faculty of Wharton County Junior College, regardless of who teaches the course, the timeframe by which it is instructed, or the instructional method by which the course is delivered. It is not intended to restrict the manner by which an individual faculty member teaches the course but to be an administrative tool to aid in the improvement of instruction.

Course Title - Construction Documents

Course Prefix and Number - CNST2341

Department - Engineering Design

Division - Technology and Business

Course Type: (check one)

- Academic General Education Course (from ACGM – but not in WCJC Core)
- Academic WCJC Core Course
- WECM course (This course is a Special Topics or Unique Needs Course: Y or N)

Semester Credit Hours # : Lecture hours# : Lab/other hours #

3:3:0

Equated Pay hours for course - 3

Course Catalog Description - Introduces bidding documents and contract documents commonly used in construction projects and understanding of the hierarchy/relationship among these documents.

Prerequisites/Co requisites - CNST2321

List Lab/ Other Hours
Lab Hours 0
Clinical Hours
Practicum Hours
Other (list)

Approvals – the contents of this document have been reviewed and are found to be accurate.

Prepared by Jo Ann Lurker	Signature JALurker	Date 11-22-10
Department Head Jo Ann Lurker	Signature JALurker	Date 11-22-10
Division Chair Stephanie Dees	Signature SDees	Date 11-22-10
Vice President of Instruction or Dean of Vocational Instruction Leigh Ann Collins	Signature Lac	Date 11-9-12



I. Topical Outline – Each offering of this course must include the following topics (be sure to include information regarding lab, practicum, clinical or other non-lecture instruction):

Project Documents

Contract classification and Formation

definitions and terminology; types of contracts; proper uses; essentials of contracts

Project manual Documents

advertising, instructions to bidders, contract forms, contract conditions, specifications, surety bonds, insurance policies, addenda, change orders, certificate of completion, subcontractors

Contract Administration Issues

payment issues, errors, estoppels, performance and breach, termination of contracts

II. Course Learning Outcomes

Course Learning Outcome	Method of Assessment
Students will demonstrate the ability to: understand contracting principles determine contract types and responsibilities of parties understand contracts as administrative systems and procedures understand documentation required at office and jobsite	A portfolio containing student work projects will be assessed using the rubric attached to this document. Eighty percent of the students will earn a minimum of 70% of the points available.

III. Required Text(s), Optional Text(s) and/or Materials to be Supplied by Student.

Contracts and Legal Environment for Engineers and Architects, by Bockrath, McGraw Hill

IV. Suggested Course Maximum - 20

V. List any specific spatial or physical requirements beyond a typical classroom required to teach the course.

VI. Course Requirements/Grading System – Describe any course specific requirements such as research papers or reading assignments and the generalized grading format for the course

Written exams, projects, and daily lab work.

A = 100 -90

B = 89-80

C = 79-70

D = 69-60

F = 59 or below

"C" or above in all degree specific classes

VII. Curriculum Checklist

- **Academic General Education Course** (from ACGM – but not in WCJC Core)
No additional documentation needed

- **Academic WCJC Core Course**
Attach the Core Curriculum Checklist, including the following:
 - Basic Intellectual Competencies
 - Perspectives
 - Exemplary Educational Objectives

- **WECM Courses**
If needed, revise the Program SCANS Matrix & Competencies Checklist.