



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 Specifications and Contracts

Course Prefix and Number – CNBT 2315

Department - Engineering Design

Division - Technology and Business

Course Type: (check one)

- Academic General Education Course (from ACGM – but not in WCJC Core) Unique Needs
- 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 – Overview of the legal aspects of written construction documents.

This course will introduce to students the fundamentals of contract documents that will enable students to progress in their understanding of the commercial construction realm. Introduces bidding documents and contract documents commonly used in construction projects and understanding of the hierarchy/relationship among these documents. Topics include various delivery methods, typical contractual relationships, typical and critical issues, awarding contracts, bonding insurance and change orders.

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

Prerequisites/Co-requisites – CNBT 1302

Prepared by: Division of Technology and Business

Date: 06/11/15

Reviewed by Department Head: Jo Ann Shimek

Date: 06/11/15

Accuracy Verified by Division Chair: David Kucera

Date: 07/15/15

Approved by Dean or Vice President of Instruction: Leigh Ann Collins

Date: 12-18-15



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; Office, jobsite
- Construction Specifications
- Construction Specifications Institute (CSI) divisions
- Contract classification and Formation
- Definitions and terminology
- Contracts; Types, Principles, Proper uses, Essentials of contracts, Responsible parties
- Contracts as Administrative systems and assess procedures
- Project 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
- Legal Documents for sustainable rating systems

II. Course Learning Outcomes

Learning Outcomes	Methods of Assessment
<p>Upon successful completion of this course, students will:</p> <ol style="list-style-type: none"> 1. Explain the purpose of construction specifications 2. Describe the Construction Specifications Institute (CSI) divisions in contract documents 3. Identify the typical legal documents required for construction 4. Identify the typical legal documents required by sustainable rating systems 5. Define contracting principles and demonstrate their usage 6. Determine contract types and responsibilities of parties 7. Define contracts as administrative systems and assess procedures 8. Describe documentation required at office and jobsite 	<p>Outcomes 1-8 will be assessed by:</p> <p>Daily work Tests Semester project</p>

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.

Projector, access to PowerPoint

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

Student's grade will be determined by:

Approximate grade summary

Daily Work - 20%

Four major tests (drop the lowest one) – 20% * 3 = 60%

Semester Project – 20%

A = 100 -90

B = 89-80

C = 79-70

D = 69-60

F = 59 or below

Students must earn a "C" or above in all degree specific classes in order to graduate

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.