



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 – CNST 2341

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 – 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 – CNST 2321

Prepared by Jo Ann Shimek

Date 1-29-14

Reviewed by Department Head Jo Ann Shimek

Date 1-29-14

Accuracy Verified by Division Chair David Kucera

Date 1/31/14

Approved by Dean or Vice President of Instruction Amy LaPan

Date 3/20/2014



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

Learning Outcomes	Methods of Assessment
<p>Upon successful completion of this course, students will:</p> <p>Define contracting principles and demonstrate their usage Determine contract types and responsibilities of parties Define contracts as administrative systems and assess procedures Describe documentation required at office and jobsite</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

Daily Work - 20%

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

Semester Project – 20%

"C" or above in all degree specific classes

A = 100 -90

B = 89-80

C = 79-70

D = 69-60

F = 59 or below

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.