

COURSE SYLLABUS FORMAT
Southeast Missouri State University

Department of Industrial and Engineering Technology

Course No. CM410

Title of Course: Construction Project Administration

Revision
New X

I. Catalog Description and Credit Hours of Course:

Construction project administration principles and practices. Managing time, people, equipment and costs to build a project on time and to bid. 3 credit hours

II. Prerequisite (s): CM310, CM320, CM330

III. Purposes or Objectives of the Course:

- A. Analyze drawings and contract specifications to develop project schedules
- B. Utilize manual and computerized scheduling methods
- C. Allocating responsibilities
- D. Handling changes, labor disputes, and other unexpected problems
- E. Effectively communicating the schedule and changes throughout the project
- F. Documentation of the construction process
- G. Cost and payment control

IV. Expectations of Students:

- A. Participation in class and group discussions
- B. Read assigned materials
- C. Complete and turn in assignments
- D. Pass exams

V. Course Content or Outline (Indicate number of class hours per unit or section):

<u>Topic</u>	<u>Hours</u>
A. Contracts and Participants	3
B. Responsibilities	6
C. Documentation	3
D. MS Project Software	3
E. Specifications and Drawings	3
F. Administration of Specs	3
G. Law and labor Relations	6
H. Meetings	3
I. Preconstruction Operations	3
J. Planning	9
K. Payment, disputes, changes	6
L. Final Exam	

VI. Textbook(s) and/or Other Required Materials or Equipment:

- A. Fisk, E. R., Construction Project Administration, 6ed., 2000
- B. Architectural Scale
- C. Calculator
- D. Zip Disk, 100 MB

VII. Basis for Student Evaluation:

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There will be weekly assignments, and three exams. Students will be expected to produce reports on technical subjects.

Course grading will be based on the following:

Writing assignments	15%
Other assignments	15%
Exams	70%

Grading Scale:

A	= 90%+
B	= 80%+
C	= 70%+
D	= 60%+