<p align="center">**STANDARDIZED COURSE OUTLINE**</p>

SECTION I

SUBJECT AREA AND COURSE NUMBER: CTC 220
COURSE TITLE: Construction Project Management
COURSE CATALOG DESCRIPTION: Emphasis on administrative procedures, quality control, resource management, field office practices, construction processing, job site meetings, documentation and correspondence.

LECTURE HOURS: 2, LAB HOURS: 2
CREDIT HOURS: 3

PREREQUISITE: CSA 105, CTC 229
CO-REQUISITE: none

SECTION II

A. SCOPE:
This course covers the following topical areas; project management and the project team; use of construction documents on jobsite; submittals, samples and shop drawings; documentation and record keeping, requests for information (RFIs); jobsite layout and control(transmittals); meetings, negotiations, and disputes (meeting minutes); labor relations and safety management(field reports); change management settings; subcontracting and purchasing contract structure; project quality management(commitment); time and cost control(change requests); computerized project administration (change orders); Changes and claims (commitment change orders); Progress payments (project closeout); and capstone student presentations.

This course fulfills an embedded Core Competency in the areas of Quantitative Reasoning (QR) and Ethical Dimensions (ED)

B. REQUIRED WORK:
Work varies by instructor. Students will be expected to do all required readings, assignments, tests, quizzes, and homework as outlined by the instructor.

C. ATTENDANCE AND PARTICIPATION:
Regular attendance, assignment submissions, timeliness, promptness and class participation are expected. Instructors will include specific attendance and participation policies required in their class syllabi.

D. METHODS OF INSTRUCTION
Methods of instruction include any of the following: lecture, labs, demonstrations, group discussions, student presentations, student reports, field-trips and use of classroom audiovisual and computer –based presentation materials.

E. OBJECTIVES, OUTCOMES AND ASSESSMENTS

LEARNING OBJECTIVES	LEARNING OUTCOMES	ASSESSMENT METHODS
To demonstrate an understanding of:	**Student will:**	**As measured by:**
Roles and responsibilities of the project manager	Demonstrate, identify and interpret role and responsibilities of the project manager	Group and individual exercises, capstone project, exams, class participation
Labor relations and its impact on a construction project	Evaluate the role of labor relations' including ethical issues and their impact on a construction project (ED 1)	Project managements exercises, capstone project, exams, class participation
Administrative systems and procedures	Apply administrative systems and procedures	Project management software exercises, exams, class participation
Project control reports	Generate project control reports graphically, symbolically, numerically and verbally. Apply information to make projections on project time lines and labor costs. (QR 1,2)	Project management reports, exams, class participation
Quality control techniques	Identify and apply quality control techniques	Project management software exercises, exams, class participation
Project management software	Apply software to collect project management information	Project management software exercises, capstone project, exams, class participation
Building Construction Contracts	Evaluate contracts and determine the responsibilities of the parties, lien laws and contractor's rights, including evaluation of ethical issues and dispute resolution techniques (ED 2)	Class exercises ,Capstone project, exams.

Core Competency Assessment Artifact(s)
An assignment from this course that addresses all of the competencies noted above may
be collected to assess student learning across the school.

F. **TEXT (S) AND MATERIALS:**
   "Construction Jobsite Management", 3rd Edition, by Mincks and Johnston, Delmar Learning-Publishers.
   RECOMMENDED REFERENCE MATERIALS:
   Timberline software manuals
   LABORATORY MANUALS:
   Sage Timberline, Project Management Document Control
   Sage Timberline, Contract Control and Change Management
G. **INFORMATION TECHNOLOGY**-
   Microsoft Word, Microsoft Power Point software and " Sage Timberline" software for project management control and documentation.