

Minnesota State University Moorhead

CM 460: Project Administration

A. COURSE DESCRIPTION

Credits: 3

Lecture Hours/Week: 3

Lab Hours/Week: 0

OJT Hours/Week: *.*

Prerequisites: CM 340 and CM 370 and CM 335

Corequisites: None

MnTC Goals: None

Students will be exposed to the daily construction administrative procedures and responsibilities which occur when managing a construction project. Reporting procedures will be emphasized, along with job site and home-office documentation.

B. COURSE EFFECTIVE DATES: 02/10/2001 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. Concepts, roles, and responsibilities
2. Labor Relations
3. Administrative systems and procedures
4. Cost Control Data
5. Documentation at job site and office
6. Quality control philosophies and techniques
7. Computer applications
8. Construction Safety
9. Construction Ethics

D. LEARNING OUTCOMES (General)

1. The student will demonstrate knowledge of overall field administration at the construction site including developing a site plan, evaluating vendors and subcontractors, processing payment applications, maintaining field records such as purchase orders, change orders subcontract agreements, shop drawings, as-built drawings, daily job reports, and construction reports.

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted