

# 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 - Planning and Scheduling AND CM 370 - Construction Documents and Specifications AND CM 335 - Estimating II-Pricing and Productivity

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 to apply the appropriate construction management skills necessary to plan, monitor and complete the project as a member of the project team including site management, project buy-out, creating and managing project documentation, writing field purchase orders, change orders, subcontract agreements, verifying shop drawings, as built drawings, daily logs, job dairies, construction reports, and progress payment requests.
2. The student will be able to identify and explain different methods of project delivery and the roles and responsibilities of project participants involved throughout the life-cycle of the project.
3. After analyzing project risks create a project control process including quality control and assurance.
4. The student will be able to analyze ethical issues confronted by contractors and employ problem solving and decision-making processes to propose a solution.

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

None

### F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

**G. SPECIAL INFORMATION**

None noted