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):

<table>
<thead>
<tr>
<th>Topic</th>
<th>Hours</th>
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<tbody>
<tr>
<td>A. Contracts and Participants</td>
<td>3</td>
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<tr>
<td>B. Responsibilities</td>
<td>6</td>
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<tr>
<td>C. Documentation</td>
<td>3</td>
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<td>D. MS Project Software</td>
<td>3</td>
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<tr>
<td>E. Specifications and Drawings</td>
<td>3</td>
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<td>F. Administration of Specs</td>
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<tr>
<td>G. Law and labor Relations</td>
<td>6</td>
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<tr>
<td>H. Meetings</td>
<td>3</td>
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<tr>
<td>I. Preconstruction Operations</td>
<td>3</td>
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<tr>
<td>J. Planning</td>
<td>9</td>
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<tr>
<td>K. Payment, disputes, changes</td>
<td>6</td>
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<td>L. Final Exam</td>
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VI. Textbook(s) and/or Other Required Materials or Equipment:

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%+