

## STANDARDIZED COURSE OUTLINE

### SECTION I

**SUBJECT AREA AND COURSE NUMBER: ARC 221**

**COURSE TITLE: CONTRACTS AND SPECIFICATIONS**

**COURSE CATALOG DESCRIPTION:** This course emphasizes contracts in use in the building industry, as developed by the American Institute of Architects (AIA) and the Standard Specification System for the Construction Specification Institute (CSI). This course requires the student to write and research sections of specifications and contracts in class as exercises.

**LECTURE HOURS: 3**

**CREDIT HOURS: 3**

**PREREQUISITE: none**

**CO-REQUISITE: Drafting 1**

### SECTION II

**A. SCOPE:** Investigations will focus on the students' understanding of the role of the specifications with regard to an architect's contract documents as well as the entire construction project from Design Development phase through Construction Documents phase, bidding and construction phases.

These construction phases and related text documents will be studied implementing the role of specifications in the form of class exercises. Current articles relating to the building industry will be read and discussed in class.

**B. REQUIRED WORK:**

Students will be expected to identify the different specification sections, understand their organization and their importance in the building process. Student will use specifications with reference to the AIA Contract and Contract Documents. Textbook samples of specifications, AIA Documents as well as actual specifications applied for reference and exercises. Research will be required by student on current products on the market found in Building Industry Magazines and the Internet, well as research on local firms and their expertise, building types and projects current and past.

**C. ATTENDANCE AND PARTICIPATION:**

Regular attendance, assignment submissions, timeliness, promptness and class participation are expected.

**D. METHODS OF INSTRUCTION**

Methods of instruction include any of the following: lecture, demonstration, group discussion, field-trips and use of classroom audiovisual and computer – based presentation materials.

**E. OBJECTIVES, OUTCOMES AND ASESMENTS**

**1. COURSE OBJECTIVES/COMPETENCIES**

<b>LEARNING OBJECTIVES</b>	<b>LEARNING OUTCOMES</b>	<b>ASSESSMENT METHODS</b>
To demonstrate an understanding of:	Student will:	As measured by:
Identify the different specification sections	Use textbook examples as well as actual project examples from the field	Class exercises, homework, quizzes and exams
use a specification with reference to the AIA Contract	Show understanding specification section and outlines by creating and editing individual sections	Class exercises, homework quizzes and exams
the organization and purpose of the specification format	Construct and compose a specification section and division	Class exercises, homework, quizzes and exams
Contract Documents in relation to the specification and their importance during the different Construction phases	Research specifications to identify required information at appropriate levels of detail for construction phase.	Class exercises, homework, quizzes and exams
Knowledge of current products available in industry	Research products in ARCAT, internet and magazines	Class exercise and homework
Knowledge of local architectural firms and their work	Research firms on internet and local building industry sites and organizations.	Class exercises and homework
Liability and legal aspects of the Specification	Use textbook cases and situations to evaluate.	Class exercises and homework

**F. TEXT (S) AND MATERIALS**

Construction Specifications Writing, By Harold J. Rosen and John R. Regener Jr. Wiley and Sons, 2005 Fifth edition

**G. INFORMATION TECHNOLOGY-** Microsoft Word for Research paper