

Construction Contract Administration

CMCP 10

Course Description

This course introduces students to issues regarding administering construction contracts. It focuses on understanding of the purpose of contract documents, legal hierarchy of the documents, the interrelationships among the documents, liabilities accepted with each document, and typical challenges related to communications among the parties involved, establishing chain of commands, warranties, and progress/final payments.

Course Prerequisites

None.

Learning Objectives

Upon the completion of the course students will demonstrate the ability to:

1. Understand contents of contracts documents
2. Recognize the hierarchy and liabilities in contract documents
3. Comprehend common challenges in administering contracts

Instructor's Expectations

Students are expected to diligently complete the course by reviewing the textbook materials, submitting homework assignments, printing the class notes (workbook), studying the on-screen course modules, and completing the workbook.

Course Organization

This course is a fully self-paced online course, which means that all the contents, assignments and assessments are done in an online format. This course consists of several modules. Each module has a lecture, an assignment (homework), and a quiz. The modules were designed to mimic the face-to-face delivery format. Therefore, each module provides audio-enhanced lectures that should give more content explanation. Should you have any questions or need further explanation on a concept, contact the professor.

Schedule of Topics

Week 1 Module 1 – Contract Classifications

Week 2 Module 2 – Formation of Contracts

Week 3 Module 3 - Ending of Contracts

Week 4 Module 4 – Delivery Methods

Week 5 Module 5 – Issues in Contract Administration

Week 6-13 Module 6 – Contract Documents

Week 14 Review of all modules and other course materials

Week 15 Final Exam

Recommended Textbook

Construction Contracts by Jimmie Hinze

Notes/Workbook

Print the Notes/workbook before you start reviewing the modules as it will serve as a guide to taking good notes. You will use these notes when taking quizzes/final exam.

Course Access

To access the course:

1. Go to <https://uhcontinuingstudies.instructure.com/>
2. Login by entering your username and password.
3. Click this course title from the course list.

Grading Weight

Homework Assignments 35%

Quizzes 35%

Final Exam 30%

Grading Scale

Grade	Percentage Required
Pass	100% - 70%
Fail	Below 70%

Assignments

Reading

Reading assignments will be given with each module. It is recommended to read the assigned chapters before watching the module.

Homework

These assignments are in the format of quizzes and are graded automatically. The deadlines for each assignment are in the course schedule. Assignments solutions are posted the day after the assignments' deadline.

Quizzes & Exams

Quizzes

Quizzes are designed to assist you in understanding the course materials and to provide you with examples of the type of questions that will be on the final exam. A quiz is posted for each module. It is recommended that you take the quiz immediately after you complete each module. However, quizzes must be completed before the deadlines.

NOTE: You are allowed only one chance to open each quiz. Do not attempt to open a quiz until you are ready to answer the questions and complete the quiz. Answer each question carefully since you will not be permitted to revisit a question that you submitted or skipped.

Final Exam

Students will be required to take the Final Exam online. The exact date and time of the Final Exam will be announced during the semester.

NOTE: Students must make early arrangements with their employers and others to make sure they do not miss the Final Exam. There will be no make-over exams.

Student Responsibilities

Students are expected to diligently complete the course by reviewing the textbook materials, submitting homework assignments, printing the class notes (workbook), studying the on-screen course modules, and completing the workbook.

Academic Dishonesty

The following is the University of Houston's [academic honesty policy](#).