

## ARCH2250 - Project Administration

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| Credits:           | 2 (1/1/0)  |
| Description:       | This course provides an understanding of architectural firm structures and legal issues as well as project management procedures used throughout documentation, bidding and construction administration.   |
| Prerequisites:     | • ARCH2226   |
| Corequisites:      |  |
| Pre/Corequisites*: |  |
| Competencies:      | <ol style="list-style-type: none"> <li>1. Analyze architectural firm development strategies.</li> <li>2. Examine architectural firm market planning strategies.</li> <li>3. Revise construction drawings to meet quality control standards.</li> <li>4. Coordinate construction drawings with specifications.</li> <li>5. Prepare design development estimates per contract requirements.</li> <li>6. Prepare addendum and bid tabulation bid documents.</li> <li>7. Examine general and supplemental conditions of a contract.</li> <li>8. Coordinate change order and payment to contractor forms.</li> <li>9. Manage shop drawings, submittals and testing reports.</li> <li>10. Examine site visit and inspection requirements.</li> <li>11. Coordinate project files and project completion documentation.</li> </ol> |
| MnTC goal areas:   | None   |

\*Can be taking as a Prerequisite or Corequisite.