

ARCH2250 - Project Administration

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">1. Analyze architectural firm development strategies.2. Examine architectural firm market planning strategies.3. Revise construction drawings to meet quality control standards.4. Coordinate construction drawings with specifications.5. Prepare design development estimates per contract requirements.6. Prepare addendum and bid tabulation bid documents.7. Examine general and supplemental conditions of a contract.8. Coordinate change order and payment to contractor forms.9. Manage shop drawings, submittals and testing reports.10. Examine site visit and inspection requirements.11. Coordinate project files and project completion documentation.
MnTC goal areas:	None

*Can be taken as a Prerequisite or Corequisite.