

## 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"><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.*