



South Central College

# ARCH 1304 Construction Administration

## Common Course Outline

### Course Information

<b>Description</b>	This course provides an overview of the processes of managing, updating, and altering construction documents used during the construction phase of a project. Topics include documenting as-built construction, processing redlines, request for information, addendums, and change orders. Also covered is an introduction to shop drawings and drafting for the manufacture of architectural building products.
<b>Total Credits</b>	2
<b>Total Hours</b>	48

### Types of Instruction

Instruction Type	Credits/Hours
Lecture	1/16
Lab	1/32

### Pre/Corequisites

ARCH 1201 Studio 2

### Course Outcomes

#### 1. Demonstrate knowledge of as-built construction

##### Learning Objectives

Understand the building components to be included on as-built documentation  
Apply construction knowledge to interpret existing buildings conditions  
Employ knowledge of AEC disciplines when documenting existing conditions  
Utilize industry standard tools / equipment to achieve optimal results

#### 2. Produce a set of as-built drawings

##### Learning Objectives

Sketch and record the measurements required to document existing conditions  
Determine the unit of measure and measuring tools to be used  
Draw existing floor plan using information gathered in CAD/BIM  
Perform a 3D scan of the existing conditions

#### 3. Demonstrate the skills and knowledge to complete redlines and RFI

##### Learning Objectives

Apply construction knowledge to interpret redline and RFI  
Apply documentation knowledge to interpret redline and RFI  
Utilize Bluebeam PDF editing software for redline management  
Create redline revisions to construction documents

#### 4. Demonstrate the skills and knowledge to process revisions to construction documents

##### Learning Objectives

Apply construction knowledge to interpret addendum information  
Apply documentation knowledge to interpret addendum information  
Utilize Bluebeam PDF editing software for document management  
Create an addendum revision to construction documents

#### 5. Demonstrate knowledge of the working drawings in architectural product manufacturing

##### Learning Objectives

Demonstrate ability to read architectural drawings for complete project information  
Explore production / shop drawings in architectural product manufacturing  
Extract product specific information for estimating and production drawings  
Identify the information necessary for coordination/organization of architectural working drawings

#### 6. Prepare production / shop drawings in architectural product manufacturing

##### Learning Objectives

Analyze product specific information for production drawings  
Analyze building design and layout it pertains to the product  
Draw/Draft production drawings using CAD/BIM

### SCC Accessibility Statement

Disability Services provides accommodations and other supports to students with permanent and temporary disabilities that affect their SCC experience. Disabilities may include mental health (anxiety, depression, PTSD), ADHD, learning disabilities, chronic health conditions (migraine, fibromyalgia), sensory disabilities, and temporary disabilities (broken arm, surgery). Common accommodations are extended test time, private room for testing, audiobooks, and sign language interpreter.

Contact us: Faribault A116 (507) 332-5847. North Mankato E112 (507) 389-7222. [ds@southcentral.edu](mailto:ds@southcentral.edu)  
[www.southcentral.edu/disability](http://www.southcentral.edu/disability)

### Grading Scale

Each project, quiz, activity, and assignment will have an assigned possible number of points. Points will be awarded based on correctness of work. The total of all points earned will be divided by the maximum possible to determine a percentage. Late assignments will be accepted anytime until the semesters end **Any work handed in late (regardless of duration) will incur a 10% deduct from the grade for that instance.**

Grades will be based on the following percentage of points earned

A	92-100
A-	90-91.9
B+	87-89.9
B	83-86.9
B-	80-82.9
C+	77-79.9
C	73-76.9
C-	70-72.9

Note: Grades below 70% will not count towards degree completion, course must be repeated

D+	67-69.9
D	63-66.9
D-	60-62.9

## Attendance Expectation

Class attendance / participation contributes significantly to academic success. Students who attend classes regularly tend to earn higher grades and have higher passing rates in courses. Excessive absences may jeopardize your grades or even your ability to continue in this course. **Class participation will be part of your grade! The following will apply in all ARCH program courses:**

- An absence is excused ONLY if the student contacts the instructor BEFORE class.
- If you are absent from class for any reason, you are responsible for all missed work and for contacting the instructor promptly.
- Unexcused absences for 3 consecutive class sessions will reduce your final grade by 10% after the first occurrence and automatic course failure after the second occurrence. Overall attendance falling below 50% will result in automatic course failure.
- Online attendance is available at the instructor's discretion. It is reserved for extenuating circumstances and is NOT a replacement for attendance.