

**Course Syllabus for BCT 1705 CONTRACTS, CODES & SPECIFICATIONS****Course Description**

BCT 1705 CONTRACTS, CODES & SPECIFICATIONS covers organization and operation of architect's, engineer's, or contractor's office and includes study of office practices, codes, standards, specifications, and legal documents related to the construction industry.

The following skills are goals and expectations for the course:

**Critical Thinking** - Process and interpret information as presented.

**Team Building** - Work collaboratively and efficiently in groups to provide desired solutions.

**Creative Thinking** - Provide creative solutions to dynamic problems.

**Presenting** - Submit professional work and present in a professional manner.

**Time Managing** - Handle multiple tasks simultaneously.

**Getting Started**

Class begins on January 8 at 6:00 PM via ZOOM. Review the syllabus and course content in preparation for class and ask any questions that come to mind. Furthermore, become familiar with how to navigate the course on Canvas. Content and objectives of the course will be discussed during the first class.

**The CSI Project Delivery Practice Guide** is the required course textbook. In addition, required online reading and material will be uploaded in Canvas located in the appropriate location.

**Class Schedule\*****\* Subject to Change**

- 1/8 Class Introduction; Codes, Regulations & Standards  
**Introduction to Project I, II & III; Selection of Groups for Projects**  
*Required Reading: [02\\_Navigating the Code](#), [03\\_Use and Occupancy](#)*
- 1/15 **MLK, Jr. HOLIDAY** – College closed; get text and begin reading
- 1/22 Codes: International Building Code, Florida Building Code, Accessibility  
*Required Reading: [05\\_Building Heights and Areas](#), [06\\_Types of Construction](#)*
- 1/29 National Life Safety Code & Fire Prevention  
*Required Reading: [10\\_Means of Egress](#)*
- 2/5 Owner, Architect, Contractor Relationship; *Discuss Lawsuit Reports*  
*Required Reading: Project Delivery Chapters 2, 3,*
- 2/12 Contracts and Influencing Factors  
*Required Reading: Project Delivery Chapters 5 & 7*
- 2/19 Design & Construction Documents  
*Required Reading: Project Delivery Chapters 8 & 9*
- 2/26 Product Selection & Sustainability  
**Codes Research Project Due**  
**Pre-Proposal Meeting (RFP & Group Presentation)**  
*Required Reading: Project Delivery **Chapter 10** – **Product Selection and Evaluation***
- 3/4 Specification Types, Technical Writing Practices; **Chapter 11 - Const Docs**

- 3/11 Project Planning; Scheduling & Estimating  
*Required Reading: Project Delivery Chapter 6*
- 3/18 SPRING BREAK – College closed;** enjoy your holiday
- 3/25 **Specification Project Presentations**
- 4/1 Procurement & Construction Process  
*Required Reading: Project Delivery Chapters 12 & 13*
- 4/8 **Review for Final Exam**
- 4/15 **Request for Proposal (RFP) Due +**
- 4/22 **Presentation Interviews; take Final Exam this week**
- 4/29 **Last class wrap-up**

## II. Course Information

### Course Description

Covers organization and operation of architect's, engineer's, or contractor's office and includes study of office practices, codes, standards, specifications, and legal documents related to the construction industry.

### Text Book: [The CSI Project Delivery Practice Guide](#)

Readings will be posted Canvas for corresponding topics.

### Modality of Instruction

RTV on ZOOM with recorded lectures and presentations

### Length of Course/Course Structure

7:00 PM to 8:30 PM, **Monday** evenings, 15 weeks

### Prerequisite

ETC 1251C recommended, but not required

### Required Course Technology/Material Canvas

PDF Reader

PowerPoint or similar presentation program

### Required Technical Skills

Ability to use computer and Canvas Learning System

Ability to download PDF prints

Ability to put together presentation through PowerPoint or similar program

### Course Communication

If you have questions, please contact me via Valencia email: [ARay@valenciacollege.edu](mailto:ARay@valenciacollege.edu)

Do not use Canvas email unless necessary. You can also contact me via phone at (407) 582-1847; please leave a detailed message so that when I return your call I'll be able to answer your questions quickly. I will respond within 48 hours or sooner if I am able.

**Valencia Drop/Withdraw Policy** - see Withdrawal policy listed on the Valencia website.

## III. Grading Procedures

### Grading Scale

A: 90-100 B: 80-89 C: 70-79 D: 60-69 F: 0-59

**Individual Assignments (30% of grade):**

Code Research (40 points)

Specification Project & Presentation (60 points)

**Group Assignments (35% of grade):**

Request for Proposal (40 points)

Presentation Interview (50 points)

**Final Exam (25% of grade)**

**Attendance (10% of grade)**

**IV. College Links**

[Valencia Academic Calendar \(http://valenciacollege.edu/calendar/\)](http://valenciacollege.edu/calendar/)

[Valencia Catalog \(http://valenciacollege.edu/catalog/\)](http://valenciacollege.edu/catalog/)

[Valencia Policies \(http://valenciacollege.edu/generalcounsel/policy/\)](http://valenciacollege.edu/generalcounsel/policy/)

[Learning/Course Support \(http://valenciacollege.edu/learning-support/\)](http://valenciacollege.edu/learning-support/)

[Learning Support by Campus \(http://valenciacollege.edu/learning-support/browse-by-campus.cfm\)](http://valenciacollege.edu/learning-support/browse-by-campus.cfm)

[Learning Technology Support/Services:](http://valenciacollege.edu/oit/learning-technology-services/student-resources/getting-help/)

(<http://valenciacollege.edu/oit/learning-technology-services/student-resources/getting-help/>)

[Canvas Student Guide \(https://community.canvaslms.com/docs/DOC-10701\)](https://community.canvaslms.com/docs/DOC-10701)

[Obtain Microsoft Office for Free:](http://valenciacollege.edu/support/howto/documents/Valencia_Office-ProPlus-Instructions.pdf)

([http://valenciacollege.edu/support/howto/documents/Valencia\\_Office-ProPlus-Instructions.pdf](http://valenciacollege.edu/support/howto/documents/Valencia_Office-ProPlus-Instructions.pdf))

[Student Services \(http://valenciacollege.edu/student-services/\)](http://valenciacollege.edu/student-services/)

**Classroom Policies and Student Expectations** for this class are published on Faculty Front Door:

<http://frontdoor.valenciacollege.edu/syllabi.cfm?uid=aray>

**NOTE:** Submission of your first assignment is considered proof that you have read, understand, and accept the classroom policies as published.