

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY
SAULT STE. MARIE, ON.

COURSE OUTLINE

COURSE TITLE: Construction Specifications
COURSE CODE: ARC 306
PROGRAM: Architectural Technician
SEMESTER: V (Fall)
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DATE: May 1996

APPROVED: _____ **DATE:** _____
(DEAN)

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Handwritten signature and date: 19-Aug-96

TOTAL HOURS PER WEEK: 3

PREREQUISITES: NONE

I. COURSE DESCRIPTION

This course provides the student with the skills and understanding necessary to write construction specifications to accepted and recognized standards. The course also relates legal and contractual elements of construction to the specifications.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE

(Generic skills learning outcomes placement on the course outline will be determined and communicated at a later date.)

A. Learning Outcomes

1. Recognize different specification types and standards.
2. Write specifications to accepted standards, including CSI format.
3. Research information and sources for purpose of writing specifications.
4. Relate the construction specifications to other contract documents.
5. Prepare a partial specification using computer based master files.

B. Learning Outcomes and Elements of the Performance

Upon successful completion of the course the student will demonstrate an ability to:

1. Recognize different specification types and standards.

Elements of the Performance:

- Explain the role of specifications and related documents
- List eight types of specifications
- Describe the importance of specifications from a legal standpoint

2. Write specifications to accepted standards using CSI format.

Elements of the Performance:

- Itemize the components of a specification format

- Write a sample specification given a drawing and format
 - Edit a sample specification and propose changes
 - Define and explain the CSI format
 - List the CSI divisions
 - Categorize different work areas into correct CSI division
 - Describe role of various consultants in supplying specifications
3. Research information and sources for purpose of writing specifications.

Elements of the Performance:

- Plan and organize information to be included in a specification
 - List sources of data and information for inclusion in specification
 - Describe the role of Construction Specifications Canada
4. Relate the construction specifications to other contract documents.

Elements of the Performance:

- Prepare a sample tender call, tender form and CCDC contract
 - Write and edit the General Conditions for a specification set
 - List types of bonds and explain function of bonding
 - Describe the relationship between drawings and specifications
5. Prepare a partial specification using computer based master files.

Elements of the Performance:

- Use a word processor to edit a computer based master specification
- Write a specification using a master specification and editing procedures
- Use NMS specifications to prepare a sample specification

III. TOPICS

Note: Topics inherently overlap and are not necessarily developed as isolated units or in the order presented.

1. The Function of Specifications.
2. Types of Specifications
3. Assembling Information for Specifications
4. The CSI Format
5. General Conditions including Tendering and Bonding

- 6. Editing a Specification
- 7. Writing a Specification
- 8. The Specification as a Legal Document
- 9. Preparing a Specification using a Computer Based Master Specification

IV. REQUIRED RESOURCES/TEXTS/MATERIALS

There is no required text.

The student will be expected to supply various media and materials necessary to complete the assignments and projects.

Available in the library are a number of texts and periodicals related to specification writing, construction law, project management and contract administration.

V. METHOD OF EVALUATION (GRADING)

Students will be assigned a final grade based on successful completion of tests, assignments, projects and attendance, weighted as follows:

Assignments	50%
Tests	40%
Attendance	10%
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TOTAL	100%

The course and curriculum are designed and limited to time based competency. Late assignments will receive a C (60) grade maximum. Assignments more than seven days overdue will receive a grade of zero.

A final letter grade will be assigned as follows:

A+	90-100%
A	80-89%
B	70-79%
C	55-69%
R	Repeat

X	A temporary grade limited to situations with extenuating circumstances, giving a student additional time to complete course requirements	
U	Unsatisfactory	(mid-term grade only)
S	Satisfactory	(mid-term grade only)

VI. SPECIAL NOTES

1. Students with special needs are encouraged to discuss required accommodations in confidence with the instructor, or contact the Special Needs Office.
2. Students should refer to the "Statement of Student Rights and Responsibilities". Students engaging in any form of academic dishonesty will receive a zero grade for that assignment or test and/or other penalty which may apply.
3. The instructor reserves the right to modify the course and course outline as deemed necessary to meet the needs of the students.

VII. PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advanced credit in the course should consult with the instructor and/or the Prior Learning Assessment Office. Credit for prior learning will be given upon successful completion of a test under the supervision of the instructor or the instructor's representative.

