

**Common Course Outline**  
**CONT 246**  
**Construction Claims and Changes**  
**3 Semester Hours**

**The Community College of Baltimore County**

**Description**

**Construction Claims and Changes**

Discusses procedures for the administration and processing of contract claims and changes; traces claims and change orders from initiation in the field to final resolution. 3 credits: 3 lecture hours per week.

Prerequisite: CONT 136 or permission of program coordinator. Offered spring semester only.

**Overall Course Objectives**

Upon completion of this course the student will be able to:

Identify types of claims and the cost elements related to each.

Create a daily log, which captures daily progress of the job.

Prepare daily logs and RFI's using events on an actual project.

Examine the use of CPM scheduling in assessing job progress.

Create an as planned as built CPM schedule.

Calculate field and home office overhead.

Identify areas of potential claims.

List items to be discussed at pre-construction and progress meetings.

Create and organize job records to substantiate a claim.

Review and negotiate a subcontract agreement.

Negotiate several claims handouts.

Prepare and present a claim in a mock arbitration .

## **Major Topics**

Types of claims  
Record keeping  
Cost components  
Discrete pricing  
Overhead  
Preparing, defending, and/or presenting claims  
Dispute resolution

## **Course Requirements**

Grading/exams: Grading procedures will be determined by the individual faculty member and will include at least 4 out of the 7 categories that follow:

Homework  
Projects  
Mid term  
Term paper/oral report  
Classwork  
Team project  
Quizzes  
Final exam

There will be a minimum of 8 graded assignments.

Writing: The individual faculty member will determine specific writing assignments.

## **Other Course Information**

This course is a \_\_\_\_\_ core course and a \_\_\_\_\_ X \_\_\_\_\_ elective.

This course is taught in a computerized environment.

This course is the first course in a required two-course sequence.

Individual faculty members may include additional course objectives, major topics, and other course requirements to the minimum expectations stated in the Common Course Outline.

Date Revised: 08-31-00