

Collin College - Continuing Education COURSE SYLLABUS

COURSE INFORMATION

Course Number: CONS 7080

Course Title: Close-out & Final Payment

Course Description: Prepare Close out Packages. Warranty Letters, Certificate of Occupancy, Certificate of Substantial Completion, Unconditional Lien Waivers, Completed Punch list, Vendor Contact Sheet, Operations and Maintenance Manuals, Final Pay Application (Retainage Billing)

Suggested Course Prerequisite(s): Blueprint Reading & CSI Master Format, The Bidding Process and General Conditions, Contract Documents and Requirements. Construction Project Start-up & Performance, Managing a Successful Construction Project and Relevant experience in Commercial Construction or Commercial Real Estate Development.

Course Resources: (Recommended, optional)
Construction Project Management: A Complete Introduction, 2nd Edition
by Allison Dykstra, Kirshner Books, 9780982703434

Student Learning Outcomes: 1: Learn to prepare Close-out Packages

Certification Notes: This is certificate series.

Next course recommendation: None

Refund Policy: Please refer to www.collin.edu/ce/infoRegistrar.html for our refund policy. No refunds after the start time of the first class.

Americans with Disabilities Act: Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student's responsibility to contact the ACCESS office, SCC-D140 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current *Collin Student Handbook* for additional information.

Course Sessions: Listed are guidelines to indicate all topics that will be covered during your course. Do not plan your personal calendar based on these sessions. Your instructor will give you a calendar for your class that will indicate specific topics, assignments, and days.

Lesson Plan – by week or session:

Method of Evaluation: Unless otherwise stated, course completion is evaluated on the basis of attendance. Students must be in attendance 90% of each course in a certificate series for successful completion and to earn a certificate as specified.