



# CSC Course Descriptions

CSC is the construction industry's authority on communication and construction documentation. Through CSC's education courses you can develop an understanding of the entire construction process and enhance your skills in construction documentation, development and administration, specification writing, product/material research and how to communicate with design and contracting teams.

The CSC courses are also prerequisites to all of the four CSC certification/designations; the Registered Specification Writer (RSW), Certified Specification Practitioner (CSP), Certified Construction Contract Administrator (CCCA) and the Certified Technical Representative (CTR).

## Course Descriptions

### **Principles of Construction Documentation (PCD) (Pre-requisite course)**

The PCD is an introductory course that will enable the student to have a better understanding of construction documentation (specifications, drawings and schedules), products, bidding procedures and contracts. It is also a prerequisite to all the other CSC education courses.

Having the experience and knowledge will give you leverage in the fast paced construction industry. The course will also provide a solid base for future skills acquisition, job efficiency, position advancement, and pay increases in a convenient and easy to follow format.

#### **Course Outline:**

- |  |                          |                                       |
|--|--------------------------|---------------------------------------|
| • Construction Process                 | • Risk Management Issues | • Contract Administration             |
| • Production of Construction Documents | • Legal Issues           | • Communications                      |
| • Forms of Contract                    | • Building Science       | • Trends in the Construction Industry |
| • Codes and Standards                  |                          |                                       |

## Course Descriptions

### Specifier (SP)

The CSC Specifier course is a comprehensive overview of the construction specification profession in Canada. At the completion of the course, students will have a solid grasp of a specifier's role, legal issues including contracts, bidding and disputes, writing style used in the profession and how to close out a project. A wide range of professional scenarios are explained, often using real-life examples.

#### Skills acquired in this course include:

- Understanding legal contracts
- Understanding the function of the project manual and associated drawings.
- Developing the basis for good specifications.
- Improved writing skills
- Understanding the process of researching and selecting products.

The CSC Specifier course continues from where the PCD course ends and is a more in-depth education on the special techniques and skills required to write the procurement and contractual requirements of: Division 00; the administrative, procedural and temporary requirements of Division 01; and the technical specifications of Divisions 02 – 49.

Completion of this course is mandatory in the process of becoming a Certified Specification Practitioner (CSP), or a Registered Specification Writer (RSW).

#### Course Outline:

- Introduction
- General Review
- Types of Construction Contracts and Project Delivery Methods
- Procurement and Contracting Requirements
- Lien Legislation, Bonds, Insurance and Dispute Mechanisms
- Specification Writing Basics: Grammar, Spelling and Conventions
- Specification Writing – Getting Started
- Writing From a Master Specification
- Writing Original Specification Sections
- Product Selection, Research and Assessment
- Codes and Standards
- Division 01 – Administrative and Procedural Requirements
- Division 01 – Temporary Facilities and Controls
- Division 01 – Performance Requirements and Life Cycle Activities
- Relationships and Coordination – Divisions 00, 01 and Technical Sections
- Specifying Quality and Performance Requirements
- Specifying For Special Requirements

#### Students should have:

- Experience reading construction drawings;
- Experience reading construction specifications;
- Experiences researching construction materials;
- Experience researching construction reference standards.
- Or, Construction related Certification from a Technical College or University.

## Course Descriptions

### Technical Representative (TR)

The TR course will provide a better understanding of contract documents and bidding procedures, product representation, professionalism, and ethics, and will provide a new depth of understanding and explanation of concepts beyond what was previously introduced in the PCD course. The course is designed for the individual involved in the supply section of the construction industry such as manufacturer representatives, agents or distributors of products. The student will have successfully completed the PCD course.

This course is a requirement for the Certified Technical Representative (CTR) designation.

#### Course Outline:

- |  |   |  |
|--|---|--|
| • The Project Manual and Drawings              | • Effective Technical Assistance                | • Material and Product Standards             |
| • The Technical Representative and Consultants | • Information Management and Product Literature | • Workmanship, Quality, Codes and Standards  |
| • Construction Product Selection Process       | • Product Presentation Techniques               | • Liens and Liens Legislation                |
| • Materials Selection and Substitutions        | • Contract Liability and Warranties             | • Contract Administration and Field Services |
| • Construction Product Representation          | • Bonds and Insurance                           |  |

### Construction Contract Administrator (CCA)

The course is designed for those individuals involved in construction administration, including Contract Administrators, Property Managers, Architects, Engineers, Interior Designers, Specification Consultants, Building Authorities, and Bonding and Insurance Agencies.

This course is a requirement for the Certified Construction Contract Administrator (CCCA) designation.

#### Course Outline:

- |                                       |                             |                                      |
|---------------------------------------|-----------------------------|--------------------------------------|
| • Construction Industry participants  | • Certificate of Payment    | • Project Submittal                  |
| • Bidding Requirements and Process    | • Changes in the Work       | • Field Services and Quality Control |
| • Alternatives and Substitutions      | • Dispute Resolution        | • Clerk of the Works                 |
| • Standards and Regulatory Influences | • Construction Insurance    | • Contract Close-Out                 |
| • Site Activities                     | • Construction Surety Bonds | • Commissioning                      |
| • Execution of the Work               | • Guaranties and Warranties | • Definitions and Resources          |