



El Camino College  
 COURSE OUTLINE OF RECORD – Official

<b>Course Acronym:</b>	CTEC
<b>Course Number:</b>	160
<b>Descriptive Title:</b>	Business and Legal Aspects of Contracting
<b>Division:</b>	Industry and Technology
<b>Department:</b>	Construction Technology
<b>Course Disciplines:</b>	Construction Technology
<b>Catalog Description:</b>	This course is designed for those with construction backgrounds who desire to advance to a supervisory position or become contractors. Topics include: the legal and business aspects of a contracting organization, Contractor's License Law, Lien Laws, labor code, payroll deductions, business organization and planning and management principles.
<b>Prerequisite:</b>	
<b>Co-requisite:</b>	
<b>Recommended Preparation:</b>	Construction Technology 100 or Construction Technology 110 or equivalent
<b>Enrollment Limitation:</b>	
<b>Hours Lecture (per week):</b>	3
<b>Hours Laboratory (per week):</b>	0
<b>Outside Study Hours:</b>	6
<b>Total Course Hours:</b>	54
<b>Course Units:</b>	3
<b>Grading Method:</b>	Letter Grade only
<b>Credit Status:</b>	Credit, degree applicable
<b>Transfer CSU:</b>	Yes
<b>Effective Date:</b>	Prior to July 1992
<b>Transfer UC:</b>	No
<b>Effective Date:</b>	
<b>General Education:</b>	ECC
<b>Term:</b>	
<b>Other:</b>	
<b>CSU GE:</b>	
<b>Term:</b>	
<b>Other:</b>	

<b>IGETC:</b>	
<b>Term:</b>	
<b>Other:</b>	
<b>Student Learning Outcomes:</b>	<p><b>SLO #1 Legal Aspects</b></p> <p>Students will be able to demonstrate a basic knowledge of the California Contractor License Law.</p> <p><b>SLO #2 Mechanics Lien</b></p> <p>Students will be able create a Mechanics Lien.</p> <p><b>SLO #3 Payroll Deductions</b></p> <p>Students will be able to calculate payroll deductions.</p>
<b>Course Objectives:</b>	<ol style="list-style-type: none"> <li>1. Select and cite pertinent sections of the California Contractor's License Law.</li> <li>2. Differentiate between relevant components of the Mechanic's Lien Law and state the time limits established for posting, filing or serving documents.</li> <li>3. Identify appropriate components of the California Labor Code.</li> <li>4. Differentiate among sole proprietor, partnership and corporate business structures.</li> <li>5. Examine the basic elements of business planning.</li> <li>6. Examine components of the law as they relate to Worker's Compensation Insurance.</li> <li>7. Discuss and identify the basic elements of organization and management for a contracting business.</li> <li>8. Assemble printed materials and aids to be used in estimating and contracting.</li> </ol>
<b>Major Topics:</b>	<p><b>I. CONTRACTOR'S LICENSE LAW (10 hours, lecture)</b></p> <ol style="list-style-type: none"> <li>A. Definitions, licensing, classifications</li> <li>B. Exemptions, records and reports, renewal of license, disciplinary procedures</li> <li>C. Qualifications of applicant for contractor's license</li> </ol> <p><b>II. MECHANICS LIEN LAW (10 hours, lecture)</b></p> <ol style="list-style-type: none"> <li>A. Purpose of lien laws</li> <li>B. Who may file liens</li> <li>C. Maximum filing amount for liens</li> <li>D. Time schedules for liens</li> <li>E. Preliminary notice</li> </ol> <p><b>III. CALIFORNIA LABOR CODE (10 hours, lecture)</b></p> <ol style="list-style-type: none"> <li>A. Department of Industrial Relations: general power and duties</li> <li>B. Employment regulations and compensation and payment of wages</li> <li>C. Employees: wages, hours and working conditions</li> <li>D. Independent contractor</li> <li>E. Workman's Compensation and insurance</li> </ol>

	<p><b>IV. BUSINESS OWNERSHIP (3 hours, lecture)</b></p> <ul style="list-style-type: none"> <li>A. Sole proprietor</li> <li>B. General and limited partnerships</li> <li>C. The corporation</li> </ul> <p><b>V. COMPANY ORGANIZATION (7 hours, lecture)</b></p> <ul style="list-style-type: none"> <li>A. Business planning: general considerations</li> <li>B. Principles of organization</li> <li>C. List and division of duties</li> <li>D. Organizational charts: authority, responsibility, communications</li> </ul> <p><b>VI. BUSINESS MANAGEMENT (10 hours, lecture)</b></p> <ul style="list-style-type: none"> <li>A. Principles of management: planning, coordinating, standardization, controls, human relations cooperation, responsibility, communication and executive ability</li> <li>B. Project management</li> </ul> <p><b>VII. PAYROLL PROBLEMS (4 hours, lecture)</b></p> <ul style="list-style-type: none"> <li>A. Gross wages</li> <li>B. Payroll deductions</li> <li>C. Employer contributions</li> <li>D. Net pay</li> </ul>
<b>Total Lecture Hours:</b>	54
<b>Total Laboratory Hours:</b>	0
<b>Total Hours:</b>	54
<b>Primary Method of Evaluation:</b>	2) Problem solving demonstrations (computational or non-computational)
<b>Typical Assignment Using Primary Method of Evaluation:</b>	Using the California Contractors License Law and Reference Book as a source of reference, determine the time(s) allowed for a prime contractor, subcontractor, and material supplier to record a Claim of Lien after a Certificate of Completion has been filed. Create a one-page timeline using results from research and submit to the instructor.
<b>Critical Thinking Assignment 1:</b>	Prepare a two-page estimate for a construction project that accurately accounts for all direct costs (e.g. material and labor), indirect costs (e.g. overhead) and profit. Submit estimate to the instructor.
<b>Critical Thinking Assignment 2:</b>	Create a time card indicating the correct amounts to be withheld from three employees for each of the following: Federal Income Tax, State Income Tax, Federal Insurance Contribution Act (FICA) and State Disability Insurance (SDI). Submit time card to the instructor.
<b>Other Evaluation Methods:</b>	Essay Exams Objective Exams Other Exams Quizzes Reading Reports

	Written Homework Class Performance Homework Problems Multiple Choice Completion Matching Items
<b>Instructional Methods:</b>	Demonstration Discussion Group Activities Guest Speakers Student Presentations Lecture Multimedia Presentations
<b>If other:</b>	Internet Presentation/Resources
<b>Work Outside of Class:</b>	Study Answer questions Required reading Written work
<b>If Other:</b>	
<b>Up-To-Date Representative Textbooks:</b>	Contractor's State License Board. <u>CALIFORNIA CONTRACTOR LICENSE LAW AND REFERENCE BOOK</u> . Michie. 2018
<b>Alternative Textbooks:</b>	
<b>Required Supplementary Readings:</b>	
<b>Other Required Materials:</b>	Pocket calculator  Architectural scale  30-60-90 degree triangle
<b>Requisite:</b>	
<b>Category:</b>	
<b>Requisite course(s): List both prerequisites and corequisites in this box.</b>	
<b>Requisite and Matching skill(s): Bold the requisite skill. List the corresponding course objective under each skill(s).</b>	
<b>Requisite Skill:</b>	

<b>Requisite Skill and Matching Skill(s): Bold the requisite skill(s). If applicable</b>	
<b>Requisite course:</b>	Construction Technology 100 or Construction Technology 110
<b>Requisite and Matching skill(s): Bold the requisite skill. List the corresponding course objective under each skill(s).</b>	<p><b>Ability to Understand common construction terms.</b></p> <p>CTEC 110 - Identify structural framing members.</p> <p>CTEC 110 - Identify and define a list of construction terms.</p> <p>CTEC 100 - Identify and define a list of construction terms.</p> <p><b>Ability to read construction documents.</b></p> <p>CTEC 100 - Identify components in a structural Type V residential.</p> <p>CTEC 110 - Interpret architectural prints.</p> <p>CTEC 110 - Identify and analyze the procedures for submission of a building permit application.</p>
<b>Requisite Skill:</b>	or equivalent
<b>Requisite Skill and Matching skill(s): Bold the requisite skill. List the corresponding course objective under each skill(s). If applicable</b>	If a student has taken an equivalent course at another college or has basic construction experience, the student will be prepared to enroll in this course. It is recommended that students have some form of basic construction experience to enhance success in this course.
<b>Enrollment Limitations and Category:</b>	
<b>Enrollment Limitations Impact:</b>	
<b>Course Created by:</b>	Tim Meza
<b>Date:</b>	04/03/2015
<b>Original Board Approval Date:</b>	09/01/1987
<b>Last Reviewed and/or Revised by:</b>	ROSS DURAND
<b>Date:</b>	03/21/2022
<b>Last Board Approval Date:</b>	06/20/2022