

# Part 2

# Department Master Syllabus

**Camden County College**

**Blackwood, New Jersey**

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| **Course Number:**  CIS - 225 | | **Course Title:**  Project Management Essentials | | | |
| **Department/Program:** Computer Information Systems | | | | | |
| **Date of Review:** Click here to select a month. | |  | | | |
| (This Department Master Syllabus has been examined by the program/department faculty members and it is decided that no revision is necessary at this time.) | | | | | |
| **Date of Revision:** December | | | | 2021 | |
| (This Department Master Syllabus has been examined by the program/department faculty members and it is decided a change requiring a revision is necessary at this time.) | | | | | |
| N.B. A change to the course materials alone (textbooks and/or supplementary materials) may not constitute a revision. Any other change to the items listed below on this form is considered a revision and requires approval by the department/program faculty at a department/program meeting and by the division at a Chairs and Coordinator meeting. | | | | | |
| **Credits:** 3 | | | | | |
| **Contact Hours** | **Lecture:** 3 | | **Lab:** 0 | | **Other:** 0 |
| Prerequisites: None | | | | | |
| Co-requisites: None | | | | | |
| Course Description: This course provides students with the knowledge and skills to plan and manage projects using Microsoft Project. MS Project is a powerful tool for project design and development. It documents the project from start to completion using tools to track the project schedules, costs and risks. The goal is for the student to learn and apply the basic usages of these tools preparing the way for more advance topics, such as Project Management. | | | | | |
| **Student Learning Outcomes (SLOs)**  Course specific student learning outcomes  Upon completion of this course the student will be able to:   1. **Working knowledge of tasks** as assessed by homework assignments 2. **Identify elements and features** of MS Project as assessed by tests 3. **Create and manage a project**, **task lists and resource list** as assessed by class participation projects. 4. **Assign resources and track the progress of the project** as assessed by class participation projects. 5. **Explain advanced task assignment** as assessed by tests. 6. **Set a project baseline** as assessed by homework assignments. 7. **Work in a team** **to develop a product using MS Project** as assessed by class participation, projects.   As assessed by:  Laboratory assignments, tests, class participation, projects, homework assignments, etc. | | | | | |
| **General Education Student Learning Outcomes**  If this course has applied for General Education Elective Status the general education student learning outcomes listed below must exactly match those the sponsor has identified on the General Education Request form.  General Education SLOs:  N/A  As assessed by:  N/A | | | | | |
| **Program Learning Outcomes**  List all course level student learning outcomes that interconnect to a particular program learning outcome.   1. **Working knowledge of tasks** as assessed by homework assignments 2. **Identify elements and features** of MS Project as assessed by tests 3. **Create and manage a project**, **task lists and resource list** as assessed by class participation projects. 4. **Assign resources and track the progress of the project** as assessed by class participation projects. 5. **Explain advanced task assignment** as assessed by tests. 6. **Set a project baseline** as assessed by homework assignments. 7. **Work in a team** **to develop a product using MS Project** as assessed by class participation, projects.   Describe the assessment of the interconnected program learning outcome(s).  The Database Administration Certificate Program Learning outcomes of:   1. Perform fundamental skills of business, programming, and application software in a business/organizational computing environment are met by SLO 1,4,7 2. Analyze and design information systems and database solutions to achieve business/organizational goals are met by SLO1.2.3.4.5.6.7 3. Implement a designed solution to solve business/organization information systems problems using state of the art programming techniques and applications software are met by 1.2.3.4.5.6.7 4. Present technical solutions effectively are met by SLO 1,2,3,4,5,6,7 | | | | | |
| **Course Outline:**  Week 1 ............ Lesson 1 ........................ Getting Started with Project  Week 2 ............ Lesson 2 ........................ Creating Task List  Week 3 ............ Lesson 3 ........................ Setting Up Resources  Week 4 ............ Lesson 4 ........................ Assigning Resources to Tasks  Week 5 ............ Lesson 5 ........................ Formatting and Printing Your Plan  Week 6 ............ Lesson 6 ........................ Tracking Progress on Tasks  Week 7 ............ Lesson 7 ........................ Fine-Tuning Task Details  Week 8 ............ Lesson 8 ........................ Fine-Tuning Resources and Assignment Details Week 9 ............ Lesson 9 ........................ Fine-Tuning the Project Plan  Week 10 .......... Lesson 10 ...................... Organizing and Formatting Project Details  Week 11 .......... Lesson 11 ...................... Printing Project information  Week 12 .......... Lesson 12 ...................... Publishing Project Information Online  Week 13 .......... Lesson 13 ...................... Sharing Project Information with Other Programs  Week 14 .......... Lesson 14 ...................... Tracking Progress on Tasks and Assignments  Week 15 .......... Lesson 15 ...................... Viewing and Reporting Projects | | | | | |
| **Course Activities:**  The classroom activities will include formal and informal lectures where new material and assigned problems will be explained. Techniques will be demonstrated with use of a projection system. Students will have the opportunity to contribute to the discussion and to ask questions about the material. In addition to tutorials, students are expected to complete case studies relating to the covered material outside of the regularly scheduled classroom hours. | | | | | |
| **Course Materials:**  Textbook(s): This information will be provided by the instructor.  Supplemental Materials: This information will be provided by the instructor.  Software Licenses: NA  Computers: Existing Computer classrooms will be used provided through Perkins. | | | | | |
| **Course Assessment Plan**  How often and by what means will the effectiveness of this course as part of the curriculum be assessed?    Consistent with the College’s assessment methods in place, the course will be assessed on a rotating schedule with other courses in the Computer Systems Information Systems Programs. Students will be evaluated on the degree to which the student learning outcomes are achieved. A variety of methods may be used such as class participation, problem solving assignments, projects, homework, quizzes, research activities, and/or discussions. | | | | | |