Common Course Outline for: CIM1250 Intro to Project Management Software (Intro Project Management)

A. Course Description
1. Number of credits: 3
2. Lecture hours per week: 3
   Lab hours per week: None
3. Prerequisites: Successful completion of CIM/BUSN 1201 with C or better or successful completion of equivalent computer competency tests administered by Normandale's CIM department. Placement in READ 1106 and ENGC 1101.
4. Co-requisites: None
5. MnTC Goals: None

Catalogue description: .
An introduction to project management using MS Project. Includes topics such as project management terminology, navigation in MS Project, creating and editing a project schedule, working with charts, resources and filters, tracking progress and costs, and closing a project. Provides a foundation for globally recognized, Project Management Institute credentials such as CAPM and PMP. Keyboarding and proofreading skills recommended. (CIM and BUSN 1250 are the same course.) Prerequisite: Successful completion of CIM/BUSN 1201 with C or better or successful completion of equivalent computer competency tests administered by Normandale's CIM department. Placement in READ 1106 and ENGC 1101.

B. Date last revised: February, 2016

C. Outline of Major Content Areas
Project Management concepts and Microsoft Project tools for creating and editing projects featuring:
The Project Life Cycle
Needs Identification
Planning the Project
Implementing the Plan
Resource Consideration
Project Communication
Completing the Project
Tasks with dependencies
Task information
Project calendars
Recurring and summary tasks
Milestones
Work breakdown structures

Reports
Resource pools
Task constraints
Cost tables
Custom tables and views
Templates and Master Projects

D. Course Learning Outcomes

Upon successful completion of the course, the student will be able to:
1. Understand Project Management principles
2. Successfully plan a project using Project.
3. Edit tasks and use Project views
4. Find answers using Project's Help.
5. Work with task durations and calendars
6. Understand task dependencies and constraints.
7. Create reports in Project.
8. Resolve resource over allocations.
9. Track and close a project
10. Share Project data with other Microsoft applications
11. Create and use templates and Master Projects.

E. Methods for Assessing Student Learning

A. Evaluations are based on documents created with each of the applications. Some of these documents will be assigned as homework and others will be in-class exams. The in-class exams are intended to measure the student's ability to create documents independently.
B. Individual instructors may choose to incorporate the following into their evaluation system: attendance, homework assignments, group projects/quizzes, and computer-based skills assessment.

F. Special Information
All of the following skills can be acquired by successfully completing CIM/BUSN 1201. Success in this course is more likely if the student has good reading, thinking, and study skills. The beginning student should expect to spend about 6-9 hours a week completing the assignments outside of class. Students need easy access to a computer outside of the classroom. Sections of this course may be offered using alternative delivery format such as distance delivery. Check the class schedule for designated sections.

Students are welcome to use the Computer Open Lab. Pick up the Computer Center printed schedule for hours and procedures. Software used in the classrooms is the same as in the Open Lab. Students can download the latest version Microsoft Office. The software is free of charge.

Latest version of Project Management Software on a Windows based PC are needed for the course.

Students entering the class must be able to use Windows for essential file management

tasks (reading a directory, recognizing internal vs. external vs. network drives, copying, deleting, and renaming files) and to launch an application. Students will have had prior experiences planning, designing, creating, editing, printing, saving, and retrieving spreadsheets using Excel or another commercial spreadsheet program. Specific Excel features students should be proficient in: entering basic formulas and copying formulas using absolute and relative cell referencing, managing multiple worksheets in a workbook, and using functions. A familiarity with more advanced features such as data tables, macros, the scenario manager, goal seeking, database features, and pivot tables will be helpful.