

EDISON STATE COLLEGE

Division of Professional & Technical Studies

COURSE SYLLABUS

PROFESSOR:

OFFICE LOCATION:

E-MAIL:

PHONE NUMBER:

OFFICE HOURS:

SEMESTER:

I. COURSE NUMBER AND TITLE, CATALOG DESCRIPTION, CREDIT HOURS:
MNA 3038 Project Management Certification **3 credits**

Project management plays a key role today's business. Customers demand more and better products and faster services. Cost and time-to-market pressures require ever greater levels of effectiveness and efficiency. Companies need individuals with project management knowledge and skills. This course prepares the student for the Project Management Institute CAPM[®] Certified Associate in Project Management certification exam.

II. PREREQUISITES FOR THE COURSE:

MNA 3037 Project Management and Planning or instructor approval

III. GENERAL COURSE INFORMATION:

Specific topics to be covered include:

- CAPM[®] Certification Process
- Project Integration Management
- Project Scope Management
- Project Time Management
- Project Cost and Quality Management[®]
- Project Communications and Risk Management

IV. LEARNING OUTCOMES AND ASSESSMENT:

GENERAL EDUCATION COMPETENCIES:

General education courses must meet at least four out of the five following outcomes. All other courses will meet one or more of these outcomes.

Communication (COM): To communicate effectively using standard English (written or oral).

Critical Thinking (CT): To demonstrate skills necessary for analysis, synthesis, and evaluation.

EDISON STATE COLLEGE

Division of Professional & Technical Studies

Technology/Information Management (TIM): To demonstrate the skills and use the technology necessary to collect, verify, document, and organize information from a variety of sources.

Global Socio-cultural Responsibility (GSR): To identify, describe, and apply responsibilities, core civic beliefs, and values present in a diverse society.

Scientific and Quantitative Reasoning (QR): To identify and apply mathematical and scientific principles and methods.

ADDITIONAL COURSE COMPETENCIES:

At the conclusion of this course, students will be able to demonstrate the following additional competencies:

LEARNING OUTCOMES	ASSESSMENTS	GENERAL EDUCATION COMPETENCY
Demonstrate the requirements and knowledge areas tested to earn a CAPM® certification.	Students will demonstrate competency by completing objective testing	(COM), (CT)
Apply the processes that integrate the various elements of project management by working in teams on real world case studies.	Students will demonstrate competency by completing reinforcement exercises and objective testing.	(COM), (CT)
Create network diagrams.	Students will demonstrate competency by completing: reinforcement exercises, objective tests and developing a team presentation	(CT), (QR),(TIM), (GSR)
Analyze networks to reduce time.	Students will demonstrate competency by completing: reinforcement exercises, objective tests and developing a team presentation	(CT), (QR),(TIM), (GSR)
Monitor and control project progress.	Students will demonstrate competency by completing: reinforcement exercises, objective tests and developing a team presentation	(CT), (QR),(TIM), (GSR)

EDISON STATE COLLEGE

Division of Professional & Technical Studies

Assess the project management processes used to estimate, budget and control cost and quality.	Students will demonstrate competency by completing reinforcement exercises and objective testing.	(CT), (QR)
Complete a practice CAPM certification exam.	Students will demonstrate this competency by submitting these tests.	(CT), (TIM), (QR)

V. DISTRICT-WIDE POLICIES

PROGRAMS FOR STUDENTS WITH DISABILITIES

Edison State College, in accordance with the Americans with Disabilities Act and the college's guiding principles, offers students with documented disabilities programs to equalize access to the educational process. Students needing to request an accommodation in this class due to a disability, or who suspect that their academic performance is affected by a disability should contact the Office of Adaptive Services at the nearest campus.

Lee Campus	Taeni Hall S-116A	(239) 489-9427
Charlotte Campus	Student Services SS-101	(941) 637-5626
Collier Campus	Admin. Bldg. A-116	(239) 732-3918
Hendry/Glades Ctr.	LaBelle H.S.	(863) 674-0408

VI. REQUIREMENTS FOR THE STUDENTS:

List specific course assessments such as class participation, tests, homework assignments, make-up procedures, etc.

VII. ATTENDANCE POLICY:

The professor's specific policy concerning absence. (The College policy on attendance is in the Catalog, and defers to the professor.)

VIII. GRADING POLICY:

Include numerical ranges for letter grades; the following is a range commonly used by many faculty:

90 - 100	=	A
80 - 89	=	B
70 - 79	=	C
60 - 69	=	D
Below 60	=	F

EDISON STATE COLLEGE

Division of Professional & Technical Studies

(Note: The “incomplete” grade [“I”] should be given only when unusual circumstances warrant. An “incomplete” is not a substitute for a “D,” “F,” or “W.” Refer to the policy on “incomplete grades.”)

IX. REQUIRED COURSE MATERIALS:

(In correct bibliographic format)

X. RESERVED MATERIALS FOR THE COURSE:

Other special learning resources.

XI. CLAST COMPETENCIES INVOLVED IN THIS COURSE.

XII. CLASS SCHEDULE:

This section includes assignments for each class meeting or unit, along with scheduled Learning Resource Center (LRC) media and other scheduled support, including scheduled tests.

XIII. ANY OTHER INFORMATION OR CLASS PROCEDURES OR POLICIES:

(Which would be useful to the students in the class)