EDISON STATE COLLEGE
Division of Professional & Technical Studies

COURSE SYLLABUS

Professor: **Office Location:**
E-mail: **Phone Number:**

Office Hours:

I.   **COURSE NUMBER AND TITLE, CATALOG DESCRIPTION, CREDIT HOURS**

MNA 3037 Project Management and Planning   3 Credit Hours

This course is designed to give the students an exposure in general project management concepts. This course is meant to provide students with a framework on which to build project management knowledge that relates to their specific subset of knowledge.

PREREQUISITES:

Prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of C or better: ENC 1101 English Composition I, ENC 1102 English Composition II, and three semester hours of college level mathematics.

II.   **GENERAL COURSE INFORMATION:**

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 provides the student with core knowledge of project management planning, scheduling and controlling techniques.

Specific topics to be covered include:

- Project Management Framework
- Identifying Project Needs
- Project Planning
- Budgeting Projects
- Establishing Project Schedules
- Estimating and Allocating Resources
- Managing Project Teams
- Tracking Progress and Maintaining Control

IV.   LEARNING OUTCOMES AND ASSESSMENT:

A.   *General Education Competencies:*
General education courses must meet all the following outcomes. All other courses will meet one or more of these outcomes.

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

Communication (COM): To communicate (read, write, speak, listen) effectively using standard English and apply effective techniques to create working relationships with others to achieve common goals.

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

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.

B. *Additional Course Competencies:*
   At the conclusion of this course, students will be able to demonstrate the following additional competencies:

Learning Outcomes	Assessment	Competency
Differentiate organizational structures, management roles, by evaluating key project elements and challenges.	Students will demonstrate competency by successfully completing one or more of the following assessments: Reinforcement exercises Objective Tests Individual and Team Case Studies Class presentations	COM GSR
Create effective project need statements. Evaluate project need statements identifying weak elements and suggest improvements.	Students will demonstrate competency by successfully completing one or more of the following assessments: Reinforcement exercises Objective Tests Individual and Team Case Studies	COM CT
Develop, analyze and present project plans.	Students will demonstrate competency by successfully completing one or more of the following assessments: Reinforcement exercises Objective Tests Individual and Team Case Studies Class presentations	COM CT
Assess work estimates and plan resource assignments. . Produce and evaluate budgets and cost estimates.	Students will demonstrate competency by successfully completing one or more of the following assessments: Reinforcement exercises Objective Tests Individual and Team Case Studies Class presentations	CT QR TIM
Create network diagrams. Analyze networks to reduce time, monitor and control project progress.	Students will demonstrate competency by successfully completing one or more of the following assessments: Reinforcement exercises Objective Tests Individual and Team Case Studies Class presentations	CT QR
Analyze the difference between leadership and management, identify stakeholders and report status.	Students will demonstrate competency by successfully completing one or more of the following assessments: Reinforcement exercises Objective Tests	COM GSR

	Individual and Team Case Studies Class presentations	

V. DISTRICT-WIDE POLICIES

A. Programs for Students with Disabilities

Edison 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: It is recommended students attend all classes. In the past, those students who attended all classes achieved higher grades.

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

(Note: The "incomplete" grade ["I"] will 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:

X. RESERVED MATERIALS FOR THE COURSE: Other special learning resources.

XI. CLAST COMPETENCIES INVOLVED IN THE COURSE

None

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.