COURSE DESCRIPTION

Prerequisites: Basic understanding of personal computers and operating systems as obtained in ITSC 1401 or BCIS 1405 or COSC 1401 or equivalent experience approved by instructor.

Use of project management software for developing a project plan including timelines, milestones, scheduling, lifecycle phases, management frameworks, skills, processes, and tools.

This is a 4 credit hour course. (3 lec., 4 lab)

WECM END-OF-COURSE OUTCOMES: Use project management software to plan and manage a project; organize and evaluate project phases; produce reports and charts; distinguish task relationships; and demonstrate teamwork.

STUDENT LEARNING OUTCOMES:

Upon the successful completion of ITSC 1415, students will be able to:

- **Identify** industry accepted principles of Project Management.
- **Produce** personal journals to demonstrate various writing skills used by Project Management Professionals for communication.
- **Reinforce** project management software skills and knowledge of the Project Management Body of Knowledge (PMBOK) set of standards for effective project managers and project teams through class participation and completion of required assignments.
- **Demonstrate** proficiency in the use of Microsoft Project 2013 by reading, editing, and creating a complex Project Management Plan.

COURSE MATERIALS


Required Software: Access to the full installation of Microsoft Project 2013.

A student of this institution (El Centro College) is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.
Major Course Requirements

Students will plan and manage a **small project**
Students will create a complex **Project Management Plan**
Students will write **personal journals** to demonstrate writing skills used for professional communication
Students will complete **lab exercises** which include:

- Current Project Management theory & concepts
- Review of timelines, milestones, scheduling, lifecycle phases, management frameworks, skills, processes and tools
- Standards used by Project Management (PMBOK) Project Management Body of Knowledge

A **Final Projects** will be used to evaluate the student’s understanding of Project Management and knowledge presented in each chapter.

Subject Matter

Topics covered in the lecture portion of the course include:

- Install and Configure Microsoft Project 2013
- The Project Management and Information Technology Context
- Microsoft Project 2013: Project Basics
- Microsoft Project 2013: Establishing Resource
- Microsoft Project 2013: Resource and Task Assignments
- Microsoft Project 2013: Refining Your Project Schedule
- Microsoft Project 2013: Fine-Tuning Tasks
- Microsoft Project 2013: Fine-Tuning Resources
- Microsoft Project 2013: Project Information: Sorting, Grouping, and Filtering
- Microsoft Project 2013: Project Schedule Formatting Fundamentals
- Microsoft Project 2013: Project Schedule Tracking Fundamentals
- Microsoft Project 2013: Project Reporting

Disclaimer

The provisions contained in this syllabus do not constitute a contract between the student and El Centro College. These provisions may be changed at the discretion of the Coordinator/Instructor. When necessary, appropriate notice of such changes will be given to the student.

The instructor-of-record may provide additional information to enhance the course to meet the needs of the enrolled students, provided that the enhancements do not conflict with the official course syllabus.

Policies

Students should click on the links below and read all of these policies.

[General institutional policies](#)
[Course-related institutional policies](#)