_____SOUTH SEATTLE COMMUNITY COLLEGE_____

(Technical Education)

COURSE OUTLINE
Allen Stowers Date: January 09

DEPARTMENT: Supervision & management (SMG)

CURRICULUM: Supervision and Management

COURSE TITLE: Project Management

COURSE NUMBER: SMG 210

TYPE OF COURSE: Vocational Preparatory

COURSE LENGTH: 1 Quarter

CREDIT HOURS: 4

LECTURE HOURS: 44

LAB HOURS: 0

CLASS SIZE: 25

PREREQUISITES: None

COURSE DESCRIPTION:
A dynamic overview course in Project Management including practical hands on experience in developing skills and competencies related to the definition of a project, delineation of timelines, identification of costs and budgetary considerations, establishment of communications, effective team building, monitoring quality and project changes, measuring outcomes and integrating project elements and project variations. Includes an introduction to and use of project management software. Based on Project management Institute boy of knowledge. Blended class (classroom and/or online hybrid) format.

STUDENT LEARNING OUTCOMES ADDRESSED:

1. Human Relations:
   - Students will develop team-building skills.
   - Students will develop skills for handling crisis management.
   - Students will develop management and leadership skills.
   - Students will learn about taking risks within the management of a project.
2. Critical Thinking and Problem-Solving
   - Students will learn to develop and manage project timelines.
   - Students will learn how to develop and manage project costs.
   - Students will learn how to develop and manage project quality.
   - Students will learn how to critically analyze project progress.
   - Students will learn how to respond to project variations.
   - Students will learn how to develop and manage project resources.

- Students will learn critical integration skills for project management.
3. Information Literacy
   - Students will assess and evaluate information related to the development of a project.
4. Communications
   - Students will read and actively listen to learn and communicate by asking questions related to project management.
   - Students will speak and write (communicate) effectively with regards to project management concepts, timelines, goals, expectations, evaluation criteria, and all other related documents and concepts.
   - Students will learn how to manage communications within a specific project.
5. Computation/Technology
   - Students will learn to access data and information via computer (or elated technological tools) in order to fulfill course competencies.
   - Students will learn how to use technology to develop a project and to manage (track) such elements as goals, timelines, budget considerations, and communications.
6. Personal Responsibilities
   - Students will be motivated to continue to learn and sharpen their project management skills.
   - Students will learn to recognize their own values and to respect the values of others.
   - Students will learn about risk management and their own personal style as it relates to taking risks in business.
   - Students will learn how to take pride in their work and to encourage (nurture) others to take pride in their work too.
   - Students will become aware of what it takes to develop and maintain a business, large department or major project.

Supervision & Management
Program Outcomes

1. Explain the function and role of supervisor in contemporary business. (Sao 1.2)
2. Discuss implications of diverse populations in the workplace. (SLO 3.2)
3. Discuss the supervisor's role in each aspect of staffing. (SLO 7.1)
4. Describe each step of project management from planning to cost benefit analysis. (SLO 2.2, 3.1, 4.1 & 5.1)
5. Evaluate various principles and techniques of employee performance systems (SLO 7.1)
6. Assess needs planning and development of training within an organization. (SLO 4.1, 7.1, & 7.2)
7. Explain the influence a leader and an employee behavior have on an organization. (SLO 4.1 & 7.2)
8. Discuss the role of labor within an organization. (SLO 4.1,& 7.2)
9. Define the role of marketing, promotion, advertising and public relations in business. (SLO 1.2)
10. Demonstrate ability to communicate and work effectively within a group. (SLO 3.1)
11. Access and apply labor and management standards/laws relating to specific business situations. (SLO 6.4, 6.5 & 7.1)
12. Prepare a budget at the organizational level using both private sector and public organizational formats and formulas. (SLO 2.3, 5.1 & 7.1)
13. Present a project, budget, or marketing plan to a group. (SLO 3.1 & 5.1)

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GENERAL COURSE OBJECTIVES:
At the end of the course the student will demonstrate skills and competencies related to the following:

1. Defining and managing the scope of a project.

2. Outlining and managing project costs including resource planning cost estimating, cost budgeting and cost controls.

3. Outlining and managing project timelines including activity sequencing, duration estimating, schedule development and control.

4. Outlining and managing project human resources including organizational planning, staff acquisition, team development, meeting facilitation, and project assignments.

5. Outlining and managing project communications including information distribution, performance reporting, and administrative closure.

6. Outlining and managing project risk management including risk identification, risk analysis and management, risk response planning and risk monitoring and control.

7. Outlining and managing project procurement including solicitation planning, source selection, contract administration and contract closeout.

8. Outlining and managing project quality including quality assurance and control.

9. Managing and integrating project plan development, project plan execution, and integrated change control.

TOPICAL OUTLINE: APPROX. HOURS
I.	Course Introduction and Orientation	3.0
II.	Project Scope Management	5.0
III.	Project Time Management	5.0
IV.	Project Cost, Budget & Procurement Management	6.0
V.	Project Quality Management	3.0
VI.	Project Human Resource management	3.0
VII.	Project Communication Management	3.0
VIII.	Project Risk Management	3.0
IX.	Project Integration Management	8.0
X.	Project Management Technology	5.0

                                         Total   44

Originated or Revised BY: Allen Stowers
DATE: January 09