

JOLIET JUNIOR COLLEGE
DEPARTMENT OF COMPUTER INFORMATION
AND OFFICE SYSTEMS

COURSE SYLLABUS

Course Prefix and Number	CIS 248
Course Title	Microsoft Project Management
Curriculum	Computer Information & Office Systems
Lecture	4
Lab	0
Credit Hours	4
Prerequisites	OFS 114, or CIS 126, or consent of department

Catalog Description

This course provides instruction for creating and using software to create schedules, demonstrate project dependencies, track resources, generate timelines, display complex data and provide updates to increase productivity. Students will learn to show project dependencies, chart milestones, track resource requirements, resource utilization and cost structure. The tools are designed to share information about organizational systems, resources, and processes throughout a business or enterprise. Topics include: project timeframes, detailed schedules including financing and dependencies, business process flowcharts, network diagrams, workflow diagrams.

Course Objectives: See attached.

Prepared by:

Reviewed by:

J. Sullivan
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2/09 Revised 7/09

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Department Chairperson Date

STUDENT MATERIALS

A. Textbook

Title: Microsoft Office Project 2007 Step by Step

Author: Chatfield & Johndon

Publisher: Microsoft Press

B. Other Required Materials

None

C. Student Evaluation (Type of Grading)

A. PROJECTS

Students will be expected to develop and demonstrate a business project.

B. PAPERS (no. of pages, expository writing done outside of class required and graded in addition to essay examinations):

None.

C. EXAMS AND WHAT TYPE:

Quizzes and Exams.

<u>Week/Days</u>	<u>Topic or Class Activity</u>	<u>Teaching Aids or Special Instruction</u>
1	Project Management Concepts	
2	Needs Identification	
3	Proposed Solutions	
4	MS Project	
5	Roles of the Project Manager and Team	
6	Planning	
7	Scheduling	
8	Midterm exam/project	
9	Scheduling Control	
10	Scheduling Representation	
11	Project Member Representation	
12	Resource Tracking Considerations	
13	Cost Tracking	
14	Creating a Project	
15	Cross-functional applications	
16	Final Exam/project	

OBJECTIVES

At the end of the course the students will be able to:

1. The student will learn appropriate levels of detail and content for a complex project.
2. The student will create timelines and associate project dependencies.
3. The student will track resource requirements, resource utilization and cost structure project.
4. The student will detail workflow business processes.
5. The student will learn to create building diagrams, network diagrams, workflow diagrams, database models and organizational charts