

Saddleback College

Business Science Division

Course Syllabus

CIM 212A – MANAGING PROJECTS WITH MICROSOFT PROJECT

Instructor:	Jonathan Webber	Semester:	3/26/2018 to 5/23/2018
Email:	jwebber@saddleback.edu	Ticket No:	Spring 2018
Room:	BGS 200	Time & Day:	15820
			6:30-9:40p Wed

COURSE DESCRIPTION:

Learn to create a complete project schedule with tasks and task relationships. Edit and organize your project, assign resources to the tasks in your project, use Project views to get information about your project, format your project, and print views, Gantt charts, calendars, and reports. This course will also help students learn to sort, find, and filter tasks or resources in a project; use views, tables, details, groups, and filters to view project information; create and edit views, tables, and filters; shorten the critical path of your project; manage your project's resources; manage and view cost information

COURSE OBJECTIVES:

Upon completion of this course, the student will be able to:

1. Create a basic project schedule with tasks and task relationships.
2. Edit, format and organize your project with phases and milestones.
3. Assign resources to the tasks in your project.
4. Use Project views to get information about your project.
5. Print views, calendars, and reports.
6. Sort and find tasks or resources in a project.
7. Identify the steps involved in project planning.
8. Link tasks relationships effectively and work with time constraints.
9. Use views, tables, details, groups, and filters to view project information.
10. Create and edit views, tables, and filters.
11. Assign resources and their work schedules to tasks and manage and view cost information.
12. Shorten the critical path of your project and manage your project's resources.
13. Track the completion of tasks in your project.
14. Create and work with custom WBS codes, forms and templates.
15. Evaluate data custom calculation and macro techniques.
16. Work with a resource pool and subprojects and master projects.
17. Work with data in other applications

STUDENT RESOURCES: *Microsoft Project 2016 Step By Step*; Chatfield/Johnson; Microsoft Press; ISBN-13 # 978-07356-98741

ASSIGNMENTS AND TESTS:

Reading – Students are to read assigned chapters and relevant reading in preparation for each class discussion, quiz or exam. You should bring your textbook with practice files to each class meeting.

Makeup exams are given by prior arrangement only. See or contact your professor *before* the date of a midterm or final exam to inquire about alternative arrangements.

POLICIES AND PROCEDURES: It is the student's responsibility to officially withdraw from a course, through Admissions and Records. Students should note the college's schedule of last day to drop courses. Uncompleted course work may result in a grade of "F".

Late Homework will be accepted for 2 weeks after each due date, but at a diminished score. Grades will be posted on socccd.Blackboard.com during the semester for your review. All homework is to be turned using socccd.blackboard.com digital drop-box

Please turn off all cell phones, pagers, and PDA devices during class. Do not leave class early without prior notification to the professor. Students are responsible for all announcements, handouts, or other class business discussed or distributed during class.

Academic Dishonesty – According to official Policies and Procedures of Saddleback College, “*Cheating or plagiarism in connection with an academic program*” is prohibited and students “*may be disciplined...for the following cause*” for a single infraction. In the rare instance that a student in this course cheats or plagiarizes materials, that student will receive a grade of “F” for the course. In the event the activity is particularly serious, the professor reserves the right to pursue expulsion of the student from the college.

Grading:

	Points	
Participate/HW	160 (10 points per class/assignment)	A = 90% - 100% (295 or more points)
4 Quizzes	100 (25 points each quiz)	B = 80% - 89% (260 or more points)
Mid term	40	C = 70% - 79% (230 or more points)
Final Exam	100	D = 60% - 69% (190 or more points)
	400	F = Below 60% (189 or fewer points)

Extra Credit 100 Pass Microsoft Certified Professional Exam by 5/15/2018
 25 Submit Complete Project file by 5/15/2018

COURSE SCHEDULE: Any changes will sent to you.

Date	Tests	Reading assignments	Topic
3/28/2018		Chap 1,2,3 Project Management Hand-out	Project Management and Microsoft Project
3/28/2018		Chap 4, Appendix A	Project Tasks
4/4/2018		Chap 5, Chap 6	Project Resources
4/11/2018	Quiz 1	Chap 7	Project Formatting and Tracking
4/11/2018		Chap 8, Chap 9	Task Links, Constraints, Calendars, Types
4/18/2018	Quiz 2	Chap 10	Resource Rates, Availability, Contours
4/18/2018		Chap 11, Review	Printing, Publishing, Sharing
4/25/2018	Mid Term	TBD	
4/25/2018		Chap 12	Over Allocation, Costs, Critical Path
5/2/2018		Chap 13, 14	Sorts, Filters, Custom, Progress Tracking
5/2/2018	Quiz 3	Chap 15, Chap 16	Project Reporting, Project Administration
5/9/2018		Chap 17, Chap 18	Advanced Formatting
5/9/2018	Quiz 4	Chap 19, 20, Project Server, MCP & Course Review	Customization and Visual Basic Editing & Performance Indicators, Project Consolidation
5/21/2018	FINAL EXAM, 5:15 PM - 7:15 PM		(you can start early {5:15pm} if room is available)