

College of San Mateo Course Outline

- New Course
 Update/No change
 Course Revision (Minor)
 Course Revision (Major)

Date: 1/26/12

Department: CIS

Number: 420

Course Title: Project Management Professional Certificate Preparation Units: 3

Total Semester Hours 48 Lecture: 48 Lab: Homework: 96 By Arrangement:

Length of Course

- Semester-long
 Short course (Number of weeks____)
 Open entry/Open exit

Grading

- Letter
 Pass/No Pass
 Grade Option (letter or Pass/No Pass)

Faculty Load Credit (To be completed by Division Office; show calculations.):

$$\frac{3 \times 16}{16} = 3 \text{ FLCs}$$

1. Prerequisite (Attach Enrollment Limitation Validation Form.)
2. Corequisite (Attach Enrollment Limitation Validation Form.)
3. Recommended Preparation (Attach Enrollment Validation Form.)
4. Catalog Description (Include prerequisites/corequisites/recommended preparation. For format, please see model course outline.)

CIS 420 PROJECT MANAGEMENT PROFESSIONAL CERTIFICATE PREPARATION (3)
(Pass/No Pass or letter grade option) Minimum of 48 lecture hours per term.
This course is designed for those who are currently employed in a project management position or have experience with the project management process. Intended for professionals seeking to acquire the Project Management Professional (PMP) certification from the Project Management Institute (PMI). This course provides an overview of the standard PMP test content and format, practice with sample questions, and discussion and advice on the mechanisms and logistics of the certification test.

5. **Class Schedule Description** (Include prerequisites/corequisites/recommended preparation. For format, please see model course outline.)

CIS 420 PROJECT MANAGEMENT PROFESSIONAL CERTIFICATE PREPARATION (3)
(Pass/No Pass or letter grade option) Minimum of 48 lecture hours per term.
This course is designed for those who are currently employed in a project management position or have experience with the project management process. Intended for professionals seeking to acquire the Project Management Professional (PMP) certification from the Project Management Institute (PMI). This course provides an overview of the standard PMP test content and format, practice with sample questions, and discussion and advice on the mechanisms and logistics of the certification test.

6. **Student Learning Outcomes** (Identify 1-6 expected learner outcomes using active verbs.)

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

- Describe project management principles according to the PMI methodology, as described in the PMBOK® Guide
- List the process groups and processes associated with each of the nine Knowledge Areas, as outlined in the PMBOK® Guide
- Explain the Inputs - Tools and Techniques - Outputs concepts relationship for the various project management processes.
- Apply the PMI methodology to project scenarios.
- Describe and implement test-taking strategies and techniques for the PMP exam.

7. **Course Objectives** (Identify specific teaching objectives detailing course content and activities.

For some courses, the course objectives will be the same as the student learning outcomes. In this case, "Same as Student Learning Outcomes" is appropriate here.)

Same as SLOs

8. **Course Content** (Brief but complete topical outline of the course that includes major subject areas [1-2 pages]. Should reflect all course objectives listed above. In addition, a sample course syllabus with timeline may be attached.)
Topical Outline

Project Management – Certificate Preparation

Topical Outline

PMP Exam Prep

Learning Objectives

- Acquire test-taking strategies and techniques for the PMP exam.
- Learn project management principles according to the PMI methodology, as described in the *PMBOK® Guide 3rd Edition*
- Understand the Inputs – Tools and Techniques - Outputs concepts relationship for the various Project Management processes.
- Know the process groups and processes associated with each of the nine Knowledge Areas, as outlined in the *PMBOK® Guide 3rd Edition*
- Practice project scenarios to understand how they apply to the PMI methodology.

Project Management Framework

- Project Management terminology
- The Project Life Cycle
- Project Stakeholders and their role in the project
- Company organizational structure and projects
- Project Management Process Groups and their structure

Project Integration Management

- Integration Management as the integration of the project
- The Project Charter
- The Preliminary Scope Statement
- Change Control
- The Project Management Plan

Project Scope Management

- The Scope Management Plan
- The Project Scope document
- The Breakdown Structure
- Scope Verification

- Scope Control

Project Time Management

- Decomposition of project activities
- Network Diagrams
- Critical Path management
- Estimation of project resources and activity durations
- Project schedule analysis and control

Project Cost Management

- Techniques to Estimate Project Resources and Activity Durations
- Cost Budgeting
- Base lining
- Earned Value Management

Project Quality Management

- Quality Programs
- Quality Assurance
- Quality Control
- Quality Control

Project Human Resources Management

- Organizational Charts
- Project Roles and Responsibilities
- Team development and motivation theories
- Conflict management
- Performance appraisals
- Leadership power

Project Communications Management

- Project communications requirements
- Communications channels

- Communications distribution methods

Project Risk Management

- Risks and their causes
- Risk Management Plan
- Risk Identification
- Qualitative risk analysis
- Quantitative risk analysis
- Risk response
- Risk monitoring and control

Project Procurement Management

- Make-vs.-Buy decisions
- Contracts
- The Contract Statement of Work
- Procurement documents
- Seller selection criteria
- Contract closure

Professional and Social Responsibility

- Performance Domains
- the four tasks of the Professional and Social Responsibility Domain
- The PMI PMP® Code of Professional Responsibility

Preparing for the Test

- Test-taking strategies
- Study references for the exam
- Exam practice
- How to qualify and apply for the PMP exam
- Learn about the test taking facilities
- Know what content you need to learn

9. **Representative Instructional Methods** (Describe instructor-initiated teaching strategies that will assist students in meeting course objectives. Describe out-of-class assignments, required reading and writing assignments, and methods for teaching critical thinking skills. **If hours by arrangement are required, please indicate the additional instructional activity which will be provided during these hours, where the activity will take place, and how the activity will be supervised.**)

Lectures will be used to introduce the various topics that the student needs to know for the PMP certification test.

Students will perform testing drills in an environment that will simulate the environment of the PMP certification test.

10. **Representative Methods of Evaluation** (Describe measurement of student progress toward course objectives. Courses with required writing component and/or problem-solving emphasis must reflect critical thinking component. If skills class, then applied skills.)

Students will take short quizzes that simulate the environment of the PMP certification tests.

Students will take mid-term and final examinations that simulate the environment of the PMP certification tests.

11. **Representative Text Materials** (With few exceptions, texts need to be current. Include publication dates.)

A Guide to the Project Management Body of Knowledge, Fourth Edition, Project Management Institute, 2008.

PMP Exam Prep, Sixth Edition: Rita's Course in a Book for Passing the PMP Exam, Rita Mulcahy, RMC Publications, Inc., 2009.

Prepared by: Moshe Gotesman
(Signature)

Email address: Moshe Gotesman <mosgot@gmail.com>

Submission Date: November 14, 2011