

INSTRUCTOR: TERRYL KISTLER

January 17 through March 15 , 2012

TEXT: MICROSOFT Project 2010 ISBN: 9780538746762

This is an great class that will teach you a powerful tool for the marketplace. You will need to work hard in this class to keep up with the reading, examples and lessons. The class is 9 weeks long. There is a second 9 week mod that will start when this one is done. You will need to devote a minimum of 3 or 4 hours of work per week to the class. The class is taught with the assumption you are all independent learners. There is no structure I can use to help you except for my syllabus, the textbook and the time constraint of 9 weeks. We will not meet physically or virtually.

"HOMEWORK" will be 6 files. They will be 2 files from each of the 3 Tutorials (Chapters) we will complete. One of the files will be the finished file from the end of the TUTORIAL reading assignment. The second file will be your choice of one of 5 files at the end of the tutorial. These are the REVIEW assignment or one of the 4 CASE PROBLEMS. Again your choice. It can be the "Review Assignment" or one of the 4 "Case Problems". (You can do more if you want.)

"FINAL EXAM" There will be a Final Exam. The questions will be taken from the "Quick Check" questions that are in the book. If you answer them when you get to them in the reading you will have all the answers already.

A couple things: At the beginning of the Tutorial read the OBJECTIVES and make sure you review them again when you get to the end of the tutorial. Also read the story of the "ViewPoint Partners" which we will be involved with for the whole book. It will be helpful and useful to you to see the development of the project. Also note the Glossary / Index at the back of the book is both the index and definitions of terms.

Reading Assignments are Suggestions		HOMEWORK
WEEK 1	1. Planning a Project Read Preface & 1 to 24	Study "Quick Check" Questions
WEEK 2	1. Planning a Project Read 25 to 48	Study "Quick Check" Questions
WEEK 3	1. Planning a Project Read 49 to 72	Homework TUTORIAL & REVIEW or CASE
WEEK 4	2. Creating a Project Schedule Read 73 to 96	Study "Quick Check" Questions
WEEK 5	2. Creating a Project Schedule Read 97 to 120	Study "Quick Check" Questions
WEEK 6	2. Creating a Project Schedule Read 121 to 144	Homework TUTORIAL & REVIEW or CASE
WEEK 7	3. Communicating Project Information Read 145 to 168	Study "Quick Check" Questions
WEEK 8	3. Communicating Project Information Read 169 to 192	Study "Quick Check" Questions
WEEK 9	3. Communicating Project Information Read 193 to 200	Homework TUTORIAL & REVIEW or CASE

The book is specifically structured. I expect you to read the Tutorials, do the activities within them and know the answers to any questions. Follow the books directions. Do not skip a page - The book is VERY specific - The class is 9 weeks long. You can do the class at your own pace but do not get behind. This is a very hard class to play catch-up so commit yourself to stay on the program with the reading assignments and homework and you will learn a great marketable skill.

My web page is at www.terryl.com use it to check for things I post.

Student Learning Objectives:

- Provide students with a basic understanding of project management principles and practices.
- Increase the student's ability to function effectively on a project team.
- Increase the student's ability to function effectively as a project manager.
- Improve the student's ability to communicate effectively both orally and in writing.