



CLASS NUMBER AND NAME:

**GBN132C—ADMINISTRATION:
PROJECT MANAGEMENT**

TOTAL CLOCK HOURS/UNITS: 24 HOURS/2 UNITS

PREREQUISITES: GBN132A—Administration: Office Management

TEXTS AND MATERIALS: *ORGB 5*, Debra Nelson and James Quick, South-Western, Cengage Learning, 2017. (ISBN 978-1-305-66392-3)

ProQuest eLibrary; Supplementary materials

USB drive; headphones; 1.5 inch binder

CLASS DESCRIPTION: This class is designed to prepare the student for a career in Project Management. Time management, project management, team/leadership, technology, and communication skills are emphasized as essential elements to be successful in administrative project management.

CLASS OBJECTIVES: After completing this course, the student will demonstrate skills employers expect in today's changing workplace.

CLASS FORMAT OVERVIEW: The course is combination of lecture, class discussion, presentations, and hands-on activities.

Since lecture, in-class assignments, and team assignments are the main means of instruction in this class, students are expected to be present every day to participate in class discussion, to participate in team activities, and to communicate with team members and the instructor in a timely, professional manner.

If a student's attendance falls below 80 percent, the class must be rescheduled. At all times, it will be up to the student to learn of any work assigned while he or she was absent. In-class assignments are given periodically and may not be made up.

REQUIREMENTS: Time spent in preparation for or reflection on course lecture will approximate two hours outside of class for each lecture credit hour utilized by the instructor in delivery of the material and ¼ hour outside of class for each hour of structured lab time.

ATTENDANCE: It is critical to the student's success to attend class every day. If a student's overall attendance drops below 80 percent, he or she will be asked to drop the course and restart.

TESTING: Tests will be given covering the material in the class.

GRADING POLICIES: The following grading policies will apply:

Each assignment will be graded. The average of these assignments will be worth 75 percent of the final grade.

The student's attendance and participation percentage will be worth 25 percent of the final grade.

Late Assignment(s): Late assignments will not be accepted.

FINAL GRADE: The final grade will be the result of all work completed. The final letter grade will be calculated as follows:

90 - 100%	A
80 - 89%	B
70 - 79%	C
60 - 69%	D
Below 60%	F

CLASS SCHEDULE AND ASSIGNMENTS: The schedule for this class is included at the end of this syllabus.

ANTICIPATED LEARNING OUTCOMES: Upon completing this course, the student will demonstrate the ability to:

1. Use critical thinking and decision making skills.
2. Develop a project plan.
3. Prioritize and manage tasks using time management tools.
4. Demonstrate team building skills.
5. Use different types of collaboration tools including social media.
6. Explain the various types of office equipment.
7. Demonstrate verbal and written communication skills.
8. Create a presentation using different software programs.

Administration: Project Management–GBN132C
Please note that no late assignments will be accepted

Week	Topics	Assignments
Week 1	WORK TEAMS AND GROUPS	Read Chapter 9 —Work Teams and Groups Answer chapter questions Article/Video Weekly Presentation Participate in group activities
Week 2	PROJECT MANAGEMENT	Read Chapter 10 —Decision Making by Individuals and Groups Answer chapter questions Article/Video Weekly Presentation Participate in group activities
Week 3	COMMUNICATION	Read Chapter 8 —Communication Answer chapter questions Article/Video Weekly Presentation Participate in group activities
Week 4	PROFESSIONALISM and MANAGING TECHNOLOGY	Answer questions Article/Video Weekly Presentation Participate in group activities
Week 5	MANAGING TECHNOLOGY	Technology Terms Participate in group activities
Week 6	PROJECT MANAGEMENT PRESENTATIONS	Final Projects

The instructor may adjust the schedule to meet the course objectives.