

**Department:**

Business

**Course Description:**

This course aims to develop a foundation base of the concepts and solutions a student would need for successful project management. Focus areas for this course combine project management with technology skills to complete realistic assignments. Involving tasks that support the planning, scheduling, time management, decision making, communication, teamwork and performance activities for successful project completion.

**Course Competencies:**

Upon completion of the course, the student should be able to:

1. Define project management.
2. Discuss the project phases and the project life cycle.
3. Demonstrate usage of a project timeline and calendar.
4. Organize data and create financial documents.
5. Utilize software to enhance productivity.
6. Effectively organize and prioritize time and tasks within a business environment.
7. Exhibit ability to effectively communicate, both through oral and written communication.
8. Use presentation software to create, edit, and produce professional presentations.
9. Utilize the integration between different application software and technology.
10. Demonstrate analytical, decision-making and problem solving skills.

**Course Content:**

- A. Project management
- B. How to manage your workload
- C. Decision-making and problem solving
- D. Workplace collaboration
- E. Planning and research
- F. Ethics in project management

**Learning Assessments:**

Competencies may be evaluated by multiple measures, including exams, projects, presentations, papers, article reviews, and research.

**Instructional Materials:**

Textbooks: Rankin, D. & Shumack, K. A. (2017). *The Administrative Professional: Technology and Procedures*, (15<sup>th</sup> ed.). Cengage Learning. ISBN-13: 978-1-305-58116-6

## **Guidelines for Requesting Accommodations Based on Documented Disability or Medical Condition**

It is the intention of Highland Community College to work toward full compliance with the Americans with Disabilities Act, to make instructional programs accessible to all people, and to provide reasonable accommodations according to the law.

Students should understand that it is their responsibility to self-identify their need(s) for accommodation and that they must provide current, comprehensive diagnosis of a specific disability or medical condition from a qualified professional in order to receive services. Documentation must include specific recommendations for accommodation(s). Documentation should be provided in a timely manner prior to or early in the semester so that the requested accommodation can be considered and, if warranted, arranged.

In order to begin the process all students **must** complete the “Disabilities Self-Identification Form” on our [Disability Services website](#).

This form can also be accessed at the Highland Community College homepage under Students Services/Student Resources/Disability Service or by contacting the Disabilities Coordinator.

### **A Note on Harassment, Discrimination and Sexual Misconduct**

Highland Community College seeks to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX, and College policy prohibit harassment, discrimination and sexual misconduct. Highland Community College encourages anyone experiencing harassment, discrimination or sexual misconduct to talk to report to the Vice President for Student Services, the Human Resources Director or complete an [online report](#) about what happened so that they can get the support they need and Highland Community College can respond appropriately.

There are both confidential and non-confidential resources and reporting options available to you. Highland Community College is legally obligated to respond to reports of sexual misconduct, and therefore we cannot guarantee the confidentiality of a report, unless made to a confidential resource. Responses may vary from support services to formal investigations. As a faculty member, I am required to report incidents of sexual misconduct and thus cannot guarantee confidentiality. I must provide our Title IX coordinator with relevant details such as the names of those involved in the incident. For more information about policies and resources or reporting options, please review our [Equity Grievance Policy](#).