## Course Establishment Form
### Outline

<table>
<thead>
<tr>
<th>Division:</th>
<th>Business Engineering &amp; Information Technologies</th>
<th>Program/Dept:</th>
<th>Business Technologies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Number:</td>
<td>BUS 249</td>
<td>Credits:</td>
<td>3</td>
</tr>
<tr>
<td>Course Title:</td>
<td>Real World Project Management Experience</td>
<td>Variable:</td>
<td></td>
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<tr>
<td>Inst. Intent:</td>
<td>21 Vocational Preparatory</td>
<td>CIP:</td>
<td>52.0205</td>
</tr>
<tr>
<td>Fee:</td>
<td>Yes</td>
<td>No</td>
<td>X</td>
</tr>
</tbody>
</table>

### Degree/Certificate Requirement:
- Yes X
- No:

### Name of Degree/Certificate:
- Project Management Certificate

### Distribution Requirement for AA/AAS:
- No

### Transfer Status to 4-year institution:
- Yes
- No: X

If yes, please describe:

### Course length:
- 11 weeks

### Class Size:
- 25

### Course Contact Hours:
- 77
  - Lecture: 11
  - Lab: 
  - Clinical: 68
  - Other: 
  - System: 77

### Prerequisite:
- Yes: X
- No:

If yes, please describe:

### All of the following: BUS 116, 119, 209, and 229

### Required Placement Tests:
- Yes
- No X

If yes, please describe:

### Comments:

### Course Description:

This course gives the student an opportunity to work in the "real world" on a project. This experience could be in a medical environment, construction, aerospace or any other organization who employs Project Managers. Students must contact Career Services within the first two weeks of the quarter to make an appointment. There will be a timeline set to develop a resume and cover letter.

### Course Goals:
The goal of this course is to give the student an opportunity to work with an organization practicing some of the methodologies, skills, and knowledge learned in the classroom.

**NSCC General Education Learning Outcomes and/or Related Instructional Outcomes (for technical courses) Met by Course:**

Outcome 3. Discover, develop, and communicate one's own creative and critical ideas in writing and to respond effectively in writing to the spoken, written, and visual ideas of others.

Outcome 4. Access, evaluate, and apply information from a variety of sources and a variety of contexts.

Outcome 5. Apply computer competency appropriate to general education and occupational goals.

**Course Outcomes/Learning Objectives:**

Upon successful completion of this course, students will be expected to refine their Project Management knowledge and skills by:

a. having the opportunity to apply their knowledge and skills in a working environment.

b. translating project management concepts into a project plan.

c. performing complex Project Management tasks in a working environment.

**Topical Outline and/or Major Divisions:**

A. Preparing for Work
   1. Designing and writing a resume.
   2. Designing and writing a cover letter.
   3. Practice interviewing

B. Getting a Position
   1. Interfacing with the Career services.
   2. Interviewing with possible employers.

C. Discussion of Real World Activities
   1. Working

D. Evaluation
   1. Self Evaluation
   2. Manager Evaluation
   3. Faculty Evaluation

**Course Requirements (Expectations of Students)**

Students will be expected to demonstrate the ability to perform specific competencies listed under “Course Outcomes/Learning Objectives.”
Methods of Assessment/Evaluation:
1. The student will be evaluated by his/her work manager.
2. The student assignments, tests, and projects will be evaluated by the instructor.
3. Final grades are assigned according to published grading standards for the course.

Required Text(s) and/or Materials:
As determined by instructor.

Supplemental Text(s) and/or Materials:
As required by instructor.

Outline Developed by: Patricia Clark Date: 2/5/05
Outline Revised by: Date:

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