

Becoming A Project Manager

Course Syllabus



COURSE SYLLABUS

1 Credit (15 hours)

What You Will Learn

A project manager is the person responsible for planning, executing, monitoring, and closing a project on time, within budget, and to the satisfaction of everyone involved. They are simultaneously a strategist, a communicator, a risk analyst, a motivator, and a problem-solver.

Course Length

This course can be completed during a relaxed 5 week period.

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Number of Credits: 1 Credit (15 hours)

Objectives

- Understand what Project Managers do.
- Understanding how to manager the 3 main elements of Time, Budget and Quality
- Learn the steps for becoming an Effective Project Manager

Course Overview

What is a Project Manager?

A project manager is the person responsible for planning, executing, monitoring, and closing a project on time, within budget, and to the satisfaction of everyone involved. They are simultaneously a strategist, a communicator, a risk analyst, a motivator, and a problem-solver. When something goes wrong, they are the ones who figure out what to do next. When things go right, they are often the reason why, even if nobody quite realizes it.

A project, formally defined, is a temporary endeavor with a defined beginning and end, undertaken to create something unique. Building a school mobile app, planning a community fundraiser, launching a new product line, redesigning a company website: all of these are projects. And every project needs someone who takes responsibility for making it happen.

Course Outline

Introduction: Why Project Management Matters

Chapter 1: What Is Project Management?

Chapter 2: The Project Manager's Toolkit

Chapter 3: Career Path and Job Descriptions

Chapter 4: Real-World Applications and Case Studies

Chapter 5: Education and Certifications for Project Managers

Chapter 6: Launching Your Career as a Project Manager

Chapter 7: A Project Example – Building a Tennis Court

Description of Activities

- Read through the lesson content and watch the videos
- Take short quizzes
- Complete a writing assignment to reflect on your own interest and skill set as related to the career pathway being considered in this lesson.
- Post written responses in a forum

The Project Manager I Could Become

Assignment Overview

Length: 500 to 800 words

Format: Written essay, typed and double-spaced

Purpose: Reflect on what you have learned and connect it to your own future

Due Date: As assigned by your instructor

Essay Prompt

After completing this course, take some time to reflect on the career of Project Manager and respond to each of the following questions in a well-organized, thoughtful essay. There is no single right answer. What matters is that your writing is honest, specific, and shows genuine engagement with what you have learned.

- What aspect of project management surprised you most during this course, and why did it catch your attention?
- Describe a situation in your own life, inside or outside of school, where you acted as a project manager without necessarily calling it that. What did you do well, and what would you approach differently now that you have completed this course?
- Which industry would you most like to apply project management skills in, and what kinds of projects in that industry genuinely excite you?
- What is one specific educational or professional step you could realistically take within the next two years to move toward a career in project management?
- If you were a project manager, what is the one project you would most want to lead in your lifetime, and why does it matter to you personally?

Grading Rubric

Criterion	Points Possible	Points Earned
Addresses all five prompts with specific detail	30	
Clear and organized essay structure	20	
Demonstrates understanding of project management concepts	25	
Genuine personal reflection and authentic voice	15	
Grammar, spelling, and formatting	10	
Total	100	

Every project begins with a vision. Yours starts now.

Resources

- “Becoming A Project Manager”; Education4Equity Team.
- ChatGPT.org; Claude: <https://chat.ai-pro.org/>; <https://chat.ai-pro.org/>;
- “California’s Master Plan for Career Education” (<https://careereducation.gov.ca.gov/>)

Instructor: Rebecca Flora (becca.ed4equity@gmail.com)

How much time does it take to finish this course: This course can be completed during a relaxed 5 week period.