

## Collin College - Continuing Education COURSE SYLLABUS

### COURSE INFORMATION

**Course Number:** PMGT 7165

**Course Title:** Time and Cost Management

**Course Description:** Employ the processes required to manage the timely completion of the project. Learn the process, procedure and documentation for planning, developing, managing executing and controlling the project schedule. Explore the processes involved in planning, estimating, budgeting, financing, funding, managing and controlling costs so that the project can be completed with the approved budget.

**Suggested Course Prerequisite(s):** Introduction to Project Management, Integration and Scope Management

**Course Resources:** Textbook

**Student Learning Outcomes:**

1. Manage timely completion of project
2. Learn processes, procedures and documentation
3. Understand planning, estimating, budgeting etc. to control costs

**Certification Notes:** This is a certificate series.

**Next course recommendation:** Human Resources and Quality Management

**Refund Policy:** Please refer to [www.collin.edu/ce/infoRegistrar.html](http://www.collin.edu/ce/infoRegistrar.html) for our refund policy. No refunds after the start time of the first class.

**Americans with Disabilities Act:** Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student's responsibility to contact the ACCESS office, SCC-D140 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current *Collin Student Handbook* for additional information.

**Course Sessions:** Listed are guidelines to indicate all topics that will be covered during your course. Do not plan your personal calendar based on these sessions. Your instructor will give you a calendar for your class that will indicate specific topics, assignments, and days.

**Lesson Plan – by week or session:**

**Method of Evaluation:** Unless otherwise stated, course completion is evaluated on the basis of attendance. Students must be in attendance 90% of each course in a certificate series for successful completion and to earn a certificate as specified.