

Bemidji State University

TADT 1109: Computer Applications for Project Managers

A. COURSE DESCRIPTION

Credits: 3

Lecture Hours/Week: 0

Lab Hours/Week: 0

OJT Hours/Week: *.*

Prerequisites: None

Corequisites: None

MnTC Goals: None

This course is an overview of computer applications that are used by Technology, Operations, and Project Managers. The focus of this class is placed on Microsoft Project, Microsoft Excel, and Procore. The course will also provide a review on the basics of Microsoft word and PowerPoint. In this course, students will use these applications to practice spreadsheet using excel, presentation software using PowerPoint, and database using Procore. Students will be familiar with all aspects of project management including project definition, methods and strategy, resource scheduling and allocation, leadership, managing teams, partnering, minimizing risks, benchmarking project progress and performance and project termination and review.

B. COURSE EFFECTIVE DATES: 01/07/2021 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. Microsoft office applications
2. Procore
3. Microsoft Project

D. LEARNING OUTCOMES (General)

1. organize and maintain file management.
2. perform basic word processing tasks to create, edit and produce professional documents.
3. create spreadsheets and charts to analyze, investigate and/or interpret data to support the problem-solving process.
4. use presentation software to create, edit, and produce professional presentations.
5. create, assign, closeout, and file RFIs, submittals and transmittals in Procore Project Management software.
6. create punch-lists in Procore, markup related drawings, assign, and track tasks.
7. build, design, and maintain simple databases to manage project documentation using Procore.
8. definition project and develop resource schedule and allocations.
9. use functions to minimize project risks, track project progress and performance and project termination and review.

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted