

Austin Community College
BMGT 1023 IT Project Management (IT Project+) Certificate Program
<Term> <Year> ONLINE SYLLABUS Version 1.0

INSTRUCTOR: **Bob Futrell** **512-258-5421** [**Bob@BobFutrell.com**](mailto:Bob@BobFutrell.com)

OFFICE HOURS: **Most evenings, 8-10pm; Weekends, 8am-12 noon**

TEXTS: Required: Kathy Schwalbe, *Information Technology Project Management, Fifth Edition*, Course Technology, 2007,
ISBN-10: 0324665210 or ISBN-13: 9780324665215

Recommended: *A Guide to the Project Management Body of Knowledge*,
4th Edition, Project Management Institute, 2008



OPTIONAL COMPANION COURSE: **MS Project Software Training** (choose your version)

1. **Microsoft eLearning Course 4111:**
Core Training for Microsoft Office Project 2003
(<https://www.microsoftlearning.com/eLearning/courseDetail.aspx?courseId=19272>)
2. **Microsoft eLearning Collection 5264:**
Core Training for Microsoft Office Project 2007
(<https://www.microsoftlearning.com/eLearning/offerDetail.aspx?offerPriceId=137871>)

OBJECTIVES: This course prepares students for the CompTIA IT Project+ and PMI Certified Associate of Project Management (CAPM) certification examination. It will help the student who already has enough background and experience hours to prepare for the PMI Project Management Professional (PMP) certification. The student who successfully completes this course will:

1. Understand the genesis of project management and its importance to improving the success of information technology projects
2. Demonstrate knowledge of project management terms and techniques such as
 - The triple constraint of project management
 - The project management knowledge areas and process groups
 - The project life cycle
 - Tools and techniques of project management such as
 - Project selection methods
 - Work breakdown structures
 - Network diagrams, critical path analysis, and critical chain scheduling
 - Cost estimates
 - Earned value management
 - Motivation theory and team building
3. Become familiar enough with Microsoft Project (by completing a companion course) to help plan and manage information technology projects
4. Appreciate the importance of good project management
 - Share his/her own examples of good and bad project management
 - Use knowledge and skills developed in this class in other settings

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EVALUATION:	1.	Mid-Term Exam	30%
	2.	Comprehensive Final Exam	30%
	3.	Course Case	20%
	4.	Participation	20%

A completion certificate worth 4.8 continuing education units (CEUs) will be awarded for a total course score of 70% or better. 4.8 CEU's are equivalent to 48 PMI Professional Development Units (PDU's).

POLICIES:

Participation:

Students are expected to arrive on time, stay for the entire class period, and actively participate in class by asking questions and sharing personal experiences. Any student counted as missing more than 2 required scheduled sessions of class will not receive a completion certificate. There will usually be a short break about half way through each evening's class time.

Makeup Tests and Assignments:

In the short twice-per-week schedule, make up classes are not available.

Honesty:

Plagiarism and cheating are serious offenses and may be punished by failure on an exam or assignment, failure in the course, and or expulsion from the college. For more information refer to the "Academic Honesty" policy in the student catalog.

BLACKBOARD COURSEWARE SUPPORT:

ACC offers the BlackBoard courseware tool on the web for online courses. After registration, you will receive instruction in how to access this resource. The URL is <http://acconline.austincc.edu>. Instructions are posted for login and initial access to this course.

Upon initial entry, students are responsible for completing their personal information sections in BlackBoard, so that basic contact information will be accurate. The primary communication path with students will be through the BlackBoard courseware email facility, so accuracy of email addresses is critical.

Lessons, notes, presentations, templates, reference links, and other resources will be posted to BlackBoard for each lesson of the course. Students are expected to access BlackBoard frequently during each class week, and to fully participate in the online lessons. Additionally, all evaluation and exam/case performance will be posted individually through BlackBoard's personalized gradebook facility.

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Section: yyyyy <Start date> - <End date>

Units Start on

Mondays

Read (Scan) Chaps

Week	Unit	Start	End	Days	Topic	Schwalbe	PMBOK	Presentation Coverage	Exercises & Activities
1	1	<Start date>	+6 days	7	IT Project Mgmt Intro & Context	1, 2	1, 2, B, F, Glossary	Intro, Ch 1, 2 Presentations	Student Bios, PMP Criteria, Quiz
2	2	+7 days	+13 days	7	PM Process Grps & Integration Mgmt	3, 4, C	3, 4	Chap 3, 4 Presentations	MSP, Teams, Running Case, Quiz
3	3	+14 days	+20 days	7	Scope Mgmt	5	5	Chap 5 Presentations	Running Case Tasks, Quiz
4	4	+21 days	+27 days	7	Time Mgmt	6	6	Chap 6 Presentations	Running Case Tasks, Quiz
5	5	+28 days	+34 days	7	Cost Mgmt	7	7	Chap 7 Presentations	Running Case Tasks, Quiz
5-6	M	+34 days	+36 days	3	Mid-Term Exam			Exam Chap 1-7	Exam
6	6	+35 days	+41 days	7	Quality Mgmt	8	8	Chap 8 Presentations	Running Case Tasks, Quiz
7	7	+42 days	+48 days	7	Human Resources Mgmt	9	9	Chap 9 Presentations	Running Case Tasks, Quiz
8	8	+49 days	+55 days	7	Communications Mgmt	10	10	Chap 10 Presentations	Running Case Tasks, Quiz
9	9	+56 days	+62 days	7	Risk Mgmt	11	11	Chapter 11 Presentations	Running Case Tasks, Quiz
10	10	+63 days	+69 days	7	Procurement Mgmt + Closure	12	12	Chapter 12 Presentations	Running Case Tasks, Quiz
11	F	+69 days	<End date>	3	Final Exam, Evaluations	B		Exam Chap 8-12	Exam, Evaluations

All	L	<Start date>	<End date>	71	MS Project Lab	A	n/a	Microsoft eLearning website	eLearning Course Assessment
All	C	<Start date>	<End date>	71	Project Simulation & Case Study	E	n/a	Fissure Simulation Guide	Alliance Prototype Project Simulation