

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

<b>INSTRUCTORS:</b> (Typical)	<b>Bob Futrell (Lead)</b>	<b>512-258-5421</b>	<a href="mailto:Bob@BobFutrell.com">Bob@BobFutrell.com</a>
	<b>Scott Killen</b>	<b>512-347-7410</b>	<a href="mailto:swk@killen.org">swk@killen.org</a>
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	<b>Hari Thummalapalli</b>	<b>512-731-0893</b>	<a href="mailto:hari@thummas.com">hari@thummas.com</a>

**OFFICE HOURS:** BF- Most Daytimes, and Non-class evenings, 8-10pm

**TEXTS:**

**Required:** Kathy Schwalbe, *Information Technology Project Management*, 6<sup>th</sup> Edition, Cenage Learning, 2009, ISBN 0324786921.

**Recommended:** *A Guide to the Project Management Body of Knowledge*, 4<sup>th</sup> Edition, Dec 31, 2008, ISBN 1933890517.



**OBJECTIVES:** This course prepares students for CompTIA's IT Project+, and PMI's Certified Associate of Project Management (CAPM) and Project Management Professional (PMP) certification examinations. The student successfully completing 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 lab exercise) 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

**EVALUATION:**

1.	Mid-Term Exam	40%
2.	Comprehensive Final Exam	40%
3.	Successful Completion of Lab Exercise	20%
4.	Minimum Attendance (at least 14 of 16 mandatory class sessions)	

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

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**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 mandatory 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. Meals are not provided. There is a break room nearby with snack & drink machines, but eating during class time is discouraged.

**Makeup Tests and Assignments:**

In the short twice-per-week schedule, make up classes are not available. However, see the instructor prior to an absence and some kind of remote offline access may be able to be arranged.

**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 to help support courses offered onsite. During the 1<sup>st</sup> night of class, you will receive instruction and a demonstration of 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 email communication path with students will be through the BlackBoard courseware email facility, so accuracy of email addresses is critical.

Notes, slides, templates, reference links, and other resources will be posted to BlackBoard for each lesson of the course. Students are expected to access BlackBoard prior to each class meeting, and to print out any portions they wish to use as notes in class. Other than the first class meeting, instructors will not provide pre-printed notes for class. Students are expected to download and print any in-class notes they might use from BlackBoard prior to each class meeting. Additionally, attendance and exam/lab performance will be posted individually through BlackBoard's personalized gradebook facility.

**CLASS SCHEDULE:**

The table below shows the planned class meeting schedule, reading assignments, and potential in-class exercises. Each instructor may modify the in-class activities as needed.

