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## Syllabus: **CIS 280 IT Project Management**

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<b>Course Information</b>	
Course Prefix/Number: CIS 280  Semester: Spring 2019  Class Days/Times: <b>Monday/Wednesday 9:00 – 10:15 AM</b>	Credit Hours: 3  Course Title: IT Project Management  Room: Main IWK 24

<b>Instructor Information:</b>  Name: Tim Foster	Phone/Voice Mail: 520-383-0102  E-mail: tfoster@tocc.edu  Office location: Ha-Macamdam Ha-Ki Room 119  Office hours: TBD - By Appointment
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<p><b>Course Description:</b> This course examines the organization, planning, and controlling of projects and provides practical knowledge on managing project scope, scheduling and managing resources. Topics include project life cycle, work breakdown structure and Gantt charts, network diagrams, scheduling techniques, and resource allocation decisions. Concepts are applied through team projects and tutorials using industry-standard project management software. (Microsoft Project)</p>
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<p><b>Course Objectives:</b></p> <p><b>During this course students will:</b></p> <ol style="list-style-type: none"> <li>1. Use industry standard project management software.</li> <li>2. Create and provide a SWAT analysis.</li> </ol>
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3. Create a project plan.
4. Develop graphs and charts for project support.
5. Explain project management best practices.

**Course Outcomes:**

1. Student will be able to create and run a project using project management software
2. Student will be able to perform a SWAT analysis
3. Student will be able to create project support graphs and charts
4. Student will demonstrate best practices in project management

**Course Structure:**

This hybrid course will consist of Lecture, Discussion, Reading, Writing Reflections, Lab Activities, Examination, and a Final Project. The majority of class business will be conducted in [Canvas](#).

**Texts and Materials:** *(list text(s), and materials students will need)*

1. Project Management using Microsoft Project 2016, Gus Cicala, Project Assistance, 2017  
ISBN: 9780692869154

**Evaluation and Grading & Assignments****Grading Procedures and Policy**

Written assignments are to be free of grammatical and spelling errors. Written assignments must be uploaded and turned in ON or BEFORE the assignment deadline as an [APA formatted \(Links to an external site.\)Links to an external site.](#) MSWord document double spaced with size 12 font Times New Roman.

**Grading is weighted according to the following categories:**

Attendance 5%

Reflection Activities 25%

Quizzes 10%

Exams 15%

Final Project 45%

## Grade Scale

“A”	90% – 100%
“B”	80% - 89%
“C”	70% - 79%
“D”	60% - 69%
“F”	0% - 59%

## **Himdag Cultural Component:**

Respect for each other and the learning process is a requirement for this course. Together we will journey along a path of discovery that will enable students to better communicate with others in the written and oral forms using technology.

## **Policies and expectations**

Participation and critical thinking are required!

Attendance is mandatory and consists of 5% of the grade.

All students are expected to complete their own individual work.

All students are expected to contribute equally to their group and complete group work assignments.

Students will be required to have read the text before class and be prepared for discussion.

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***Late Work will NOT be accepted. I will, of course, accept early work.***

***Missed exams and quizzes will be graded as 0 (zero) points.***

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[Plagiarism](#) will result in a “0” (zero) score for that assignment and reported to the Dean.

Student behavior will also be assessed per the school’s code of conduct. [Student Handbook](#)

### **ADA statement**

Tohono O’odham Community College complies with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, as amended. In addition, TOCC complies with other applicable federal and state laws and regulations that prohibit discrimination on the basis of disability.

Reasonable accommodations, including materials in an alternative format, will be made for individuals with disabilities when a minimum of five working days advance notice is given. Students needing accommodations are encouraged to contact the Vice President of Student Services, at (520) 383-8401. For additional information, see the TOCC Student Handbook.

### **Important Dates**

First Day of Classes with Welcome/Blessing Jan 14, 2019  
Add without Instructor's signature Jan 14 - 18, 2019  
Martin Luther King Jr. Day - College Closed Jan 21, 2019  
Add with Instructor's signature Jan 22 - 28, 2019  
Drop/Full Refund Deadline Jan 29, 2019  
President's Day - College Closed Feb 18, 2019  
45th Day Census Feb 28, 2019  
Spring Break Mar 11-15, 2019  
Withdrawal Deadline Mar 29, 2019  
Last Week of Classes/Final Exams May 6-10, 2019  
Final Grades Due May 14, 2019  
Commencement May 17, 2019

### **Course Outline and Tentative Schedule:**

- I. Project planning overview
  - A. SWAT analysis
  - B. Project elements
  - C. Scope
    - 1. Purpose
    - 2. Budget
    - 3. Project Assets

## II. Identifying Issues

A. Business processes

B. Workflows

## II. Microsoft Project Overview

B. Software

1. Tracking

a. Assets

1. Staff

2. Materials

b. Vendors

c. materials

d. timelines

e. charting process

2. Team communications

3. Identify and resolve problem areas

4. Create graphic representations of project

a. Current

b. Proposed

## III. Best Practices

## IV. Case Study

## V. Group Projects and Presentations

### I. Project planning overview

A. SWAT analysis

B. Project elements

C. Scope

1. Purpose

2. Budget

3. Project Assets

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## III. Best Practices

## IV. Case Study

## V. Group Projects and Presentations

**DISCLAIMER:** This syllabus is designed to evolve and change throughout the semester based on class progress and interests. You will be notified of any changes as they occur.