<div align="center">

Bossier Parish Community College
Master Syllabus

</div>

Course Prefix and Number: CTEC 282   **Credit Hours:** 3-3-0

Course Title: Information Technology Project Management

Course Prerequisites: CTEC 108

Textbook: CompTIA CertMaster Learn for Project+ (PK0-005); ISBN: 978-1-64274-459-0 and CompTIA CertMaster Labs for Project+ (PK0-005); ISBN: 978-1-64274-462-0.

Course Description: This course introduces students to an overview of the many concepts, skills, tools, and techniques involved in information technology project management. This course also addresses the critical skills needed for success in the ever-expanding field of project management. Exam tips and practice questions will be provided to prepare for the CompTIA Project+ exam.

Learning Outcomes:
At the end of this course, the student will:
- A. describe the initiating processes of a project;
- B. discuss the planning processes of a project;
- C. explain the executing processes of a project;
- D. identify the controlling processes of a project; and
- E. describe the closing processes of a project.

To achieve the learning outcomes, the student will or will be able to:
(The letter designations at the end of each statement refer to the learning outcome(s).)
1. define project; (A)
2. describe a project charter; (A)
3. discuss a work breakdown structure; (B)
4. explain communication planning; (B)
5. discuss project team development; (C)
6. define change management; (D)
7. describe quality control; (D) and
8. explain closing procedures for a project. (E)

Course Requirements:
- To pass the course, student must achieve a course average of 70% or above.
- Students must have access to a computer (not mobile device), Microsoft Office, and the Internet to complete the assignments. Computer, software, and the Internet are available to students on campus during scheduled computer lab times and in the Learning Commons located in the BPCC Library.
- Students are required to use BPCC's LMS and are encouraged to use the BPCC Library to research topics and employment opportunities.

Course Grading Scale:
- A = 90 - 100
- B = 80 - 89
- C = 70 - 79
- D = 60 – 69
- F = 0 – 59

Attendance Policy:
Each student is expected to attend class regularly; excessive unexcused absences constitute grounds for suspension. Refer to the student handbook for Attendance Policy.

Course Fees: This course is accompanied with an additional non-refundable fee for supplemental materials, laboratory supplies, software licenses, certification exams and/or clinical fees.

Nondiscrimination Statement: Bossier Parish Community College does not discriminate on the basis of race, color, national origin, gender, age, religion, qualified disability, marital status, veteran's status, or sexual orientation in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations. Bossier Parish Community College does not discriminate in its hiring or employment practices.

Coordinator for SECTION 504 AND ADA
Angie Cao, Student and Disability Services Specialist
Disability Services, F-254
6220 East Texas Street
Bossier City, LA 71111
Phone: 318-678-6511
Email: acao@bpcc.edu
Hours: 8:00 a.m.-4:30 p.m. Monday - Friday, excluding holidays and weekends.

Equity/Compliance Coordinator
Teri Bashara, Director of Human Resources
Human Resources Office, A-105
6220 East Texas Street
Bossier City, LA 71111
Phone: 318-678-6056
Hours: 8:00 a.m.-4:30 p.m. Monday - Friday, excluding holidays and weekends.