Bossier Parish Community College
Master Syllabus

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

Course Title: Information Technology Project Management

Course Prerequisites: 18 CIS/CIT hours earned

Textbook: Kim Heldman. CompTIA Project + Study Guide Exam PK0-004, 2nd edition. Sybex, 2017. ISBN-13: 978-1119280521 ISBN-10: 1119280524

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:
  1. Achieve a course average of 70% or above.
  2. Each student is expected to attend class regularly; excessive unexcused absences constitute grounds for suspension (refer to the student handbook for attendance policies).
  3. Students must have access to a Windows computer, Microsoft Office 2016, 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.

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

Attendance Policy: The college attendance policy is available at http://www.bpcc.edu/catalog/current/academicpolicies.html

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.

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