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TEXTS

Information Technology Project Management, Eighth Edition, Kathy Schwalbe, ISBN: 9781285452340

PLEASE NOTE: This is the updated 8th edition with Project 2013 in Appendix A. There may be other updates as well. Please be sure to buy the correct book, this is the same book for CIS 202A.

You can buy or rent the book at the college bookstore or from the publisher directly at <https://www.cengage.com/shop/ProductDisplay?langId=-1&storeId=10151&catalogId=10057&productId=666770>

OPTIONAL TEXT

Your Office, Getting Started with Project Management Using Microsoft Project 2016; Authors: May Kinser & Kristyn A. Jacobson; ISBN: 978-0-13-448092-3

OTHER MATERIALS:

- 1 USB Drive (if you are using the computers on campus)
- A computer with the Windows operating system, Microsoft Office 2013 or newer, MS Project 2013 or newer and a web browser such as Google Chrome, Firefox or Internet Explorer. Access to the Internet and an email account. These computer tools are available in the CIS computer labs in the MCIS and Learning Resource Center. You may of course use your own computer tools. Also, you may purchase discount software such as Office at: <http://www.collegesoftware.org>.

GRADING AND ASSIGNMENTS

Grade Points:

Lab Assignments (10 at 20 points each)

180

Tests (2 at 50 points each)

100

Final Exam

50

Total:

330

Scale:

90% of Total points = A

80% of Total points = B

70% of Total points = C

60% of Total points = D

<60% of Total pts = F

HOMEWORK:

You are expected to keep up with the scheduled activities: reading assignments, discussions, quizzes, assignments, etc.. It is necessary to keep up with the activities since new assignments build upon previous assignments. Activities have strict deadlines. They will NOT be accepted after the deadline and are closed in **Canvas**. Check the dates in the Class Schedule section of this course syllabus and in Canvas. Activity instructions will be posted in Canvas.

ATTENDANCE:

Attendance is very important. Please read the attendance policy in the class schedule at www.cerritos.edu. Students may be dropped from the class if they are considered to be excessively absent. For traditional (on campus) classes excessive absences will be defined as 3 class meetings. For online and hybrid classes attendance will be a weekly email from the student which includes what the student is working on that week and also based upon doing the online activities such as the readings, assignments, discussions, quizzes, and tests as assigned by the deadlines. You may be dropped if you fail to do 3 activities.

EXAMS:

Exams will NOT be "made-up." The only exceptions will be for *authorized* or *excused* absences or foreseeable absences. If you know you will not be able to attend class on a day when an exam is being given, you may take it one week prior to the scheduled date. You must notify me two weeks in advance to arrange to take the exam prior to the scheduled date.

ACADEMIC HONESTY/DISHONESTY POLICY:

Please be sure to read the college's Academic Honesty/Dishonesty Policy found in the catalogue. A copy of the catalogue is located at www.cerritos.edu. How does it apply to this class? For tests be sure to study and answer questions on your own without help from other students. For the homework assignments make sure you create your own files from scratch and do your own typing. I know some of you work together, share books and computers. That's OK. What is not OK is having one person type up the assignment and then submitting it (file or printed document) for multiple students. Trust me I have ways of figuring it out if you are cheating in this manner. If I determine that you are cheating, then I will do one of the following actions as stated from the college's policy:

One or more of the following actions are available to the faculty member who suspects a student has been cheating or plagiarizing:

1. Review-no action.
2. An oral reprimand with emphasis on counseling toward prevention of further occurrences.
3. A requirement that work be repeated.
4. A reduction of the grade earned on the specific work in question, including the possibility of no credit for the work.
5. A reduction of the course grade as a result of item 4 above, including the possibility of a failing grade for the course.
6. Referral to the Office of Judicial Affairs for further administrative action, such as suspension or expulsion.

CLASS SCHEDULE

(Tentative and subject to change)

WK	DATE	LEARNING MODULES	ACTIVITIES DUE
1	1-Feb	Orientation, How to get the MS Project Software	Orientation Quiz
2	8-Feb	Workshop 1: Preparing a Project Plan	Prepare Case
3	15-Feb	Workshop 1: Preparing a Project Plan - Continued	Practice 1
4	22-Feb	Workshop 1: Preparing a Project Plan - Continued	Problem Solve 1
5	1-Mar	Workshop 1: Preparing a Project Plan - Continued	Perform 1
6	8-Mar	Workshop 1 Exam	Workshop 1 Exam
	15-Mar	<i>Spring Recess - No Class</i>	
7	22-Mar	Workshop 2: Creating a detailed Project Plan	Prepare Case
8	29-Mar	Workshop 2: Creating a detailed Project Plan	Practice 1
9	5-Apr	Workshop 2: Creating a detailed Project Plan - Continued	Problem Solve 1
10	12-Apr	Workshop 2: Creating a detailed Project Plan - Continued	Perform 1
11	19-Apr	Workshop 2 Exam	Workshop 2 Exam
12	26-Apr	Module 1 Capstone	Problem Solve 1
13	3-May	Module 1 Capstone - Continued	Problem Solve 2
14	10-May	Module 1 Capstone - Continued	Perform 1
15	17-May	Final Exam, Workshops 1 & 2	Final Exam