

# Syllabus

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**Code:** BUSI 245

**Title:** Project Management

**Division:** Business and Social Science Institute

**Department:** Business Management

**Course Description:**

The student will apply the main tools and techniques of project management, following the Project Management Body of Knowledge (PMBOK) standards advocated by the Project Management Institute (PMI). During class students will learn the principles of project management and develop and demonstrate their acquisition of those skills through exams and homework, and projects.

Note: This course is only offered in the Fall term.

**Prerequisites:** READ 095 or satisfactory completion of the College's basic skills requirement in reading and ENGL 095 or satisfactory completion of the College's basic skills requirement in writing. BUSI 165 or COMP 129.

**Credits:** 3

**Lecture Hours:** 3

**Lab/Studio Hours:** 0

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**REQUIRED TEXTBOOK/MATERIALS:**

**Text:** Successful Project Management with MindTap Account, Seventh Edition  
Jack Gido, Jim Clements, and Rose Baker  
South-Western Cengage Learning

**Software Requirements:** None.

**ADDITIONAL TIME REQUIREMENTS:**

For information on Brookdale's policy on credit hour requirements and outside class student work refer to [Academic Credit Hour Policy](#).

**COURSE LEARNING OUTCOMES:**

Upon completion of this course, students will be able to:

- Become familiar with project management concepts
- Understand how projects are identified and selected
- Define a project and develop a project proposal
- Describe the phases of the project life cycle
- Define the scope and activity sequence of a project
- Determine costs, budget and earned value of the project
- Identify the responsibilities of a project manager and how teams are assigned and formed
- Become familiar with the different project management organizational structures

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## **GRADING STANDARD:**

During the course, the student will complete case study assignments, projects, homework and exams.

- Four (4) unit **exams** that may consist of multiple-choice, true/false, essay, and short answer (or combination) = 60% of grade.
- **Case Studies, Homework, Projects** = 40% See Instructor's Addendum for unit details.
- All missed exams, assignments and projects earn a grade of zero.
- The Instructor's addendum will also address additional information specific to this section.

Grades will be assigned as follows:

93 - 100%	=	A
90 - 92%	=	A-
87 - 89%	=	B+
83 - 86%	=	B
80 - 82%	=	B-
76 - 79%	=	C+
70 - 75%	=	C
65 - 69%	=	D
64 - Below	=	F

## **Requirements for a Grade of Incomplete:**

1. If you have completed 70% of your course requirements, you may be eligible for a grade of incomplete.
2. Refer to the incomplete contract for specifics.
3. You must obtain an incomplete application form and submit it to your course instructor for his/her approval on/or before the last class meeting date.

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## **COURSE CONTENT:**

The course includes 13 chapters as follows:

<b><u>CHAPTER</u></b>	<b><u>TITLE</u></b>
1.	Project Management Concepts
2.	Identifying and Selecting Projects
3.	Developing Project Proposals
4.	Defining Scope, Quality, Responsibility and Activity Sequence
5.	Developing the Schedule
6.	Resource Utilization
7.	Determining Cost, Budget, and Earned Value
8.	Managing Risk
9.	Closing the Project
10.	The Project Manager
11.	The Project Team
12.	Project Communication and Documentation
13.	Project Management Organizational Structure

## **DEPARTMENT POLICIES:**

### **EXAMS:**

Exams are conducted in class for face to face sections or in the testing center or other agreed upon location using the Respondus Lockdown Browser for online sections.

The Business Management Department has a **NO RETEST POLICY**. However a student may take one missed test if approved by the Instructor. This test is generally taken in the Testing Center with written permission from your instructor and may have a ten point reduction at the discretion of the instructor. The test must be taken no later than a time specified by the instructor. Only one late excuse will be permitted per semester. Additional missed tests will be recorded as zero when calculating the final grade.

**Assignment and/or Projects:** Assignments and projects are noted in the online course management system. Assignments are to be submitted on a timely basis. See the addendum for the grade reduction policy for late submissions.

### **ACADEMIC INTEGRITY:**

Any incidence of cheating will be fully processed in accordance with Brookdale Community College Regulation 6.3000 entitled STUDENT CONDUCT and the Student Conduct Code, Section V, "Academic Integrity Code" as found in the student handbook. The Business Management Department supports this regulation.

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## **BROOKDALE E-MAIL/WEBSITE:**

All email is to be sent through Canvas. You are required to check your Brookdale e-mail at least (3) times per week for communication from your instructor. The syllabus is subject to change per the rights of the instructor. These changes may be communicated to you via e-mail.

## **COLLEGE POLICIES:**

As an academic institution, Brookdale facilitates the free exchange of ideas, upholds the virtues of civil discourse, and honors diverse perspectives informed by credible sources. Our College values all students and strives for inclusion and safety regardless of a student's disability, age, sex, gender identity, sexual orientation, race, ethnicity, country of origin, immigration status, religious affiliation, political orientation, socioeconomic standing, and veteran status. For additional information, support services, and engagement opportunities, please visit [www.brookdalecc.edu/support](http://www.brookdalecc.edu/support).

For information regarding:

- ◆ Brookdale's Academic Integrity Code
- ◆ Student Conduct Code
- ◆ Student Grade Appeal Process

Please refer to the **BCC STUDENT HANDBOOK AND BCC CATALOG**.

## **NOTIFICATION FOR STUDENTS WITH DISABILITIES:**

Brookdale Community College offers reasonable accommodations and/or services to persons with disabilities. Students with disabilities who wish to self-identify must contact the Disabilities Services Office at 732-224-2730 (voice) or 732-842-4211 (TTY) to provide appropriate documentation of the disability, and request specific accommodations or services. If a student qualifies, reasonable accommodations and/or services, which are appropriate for the college level and are recommended in the documentation, can be approved.

## **ADDITIONAL SUPPORT/LABS:**

See the Tutoring Center for information <https://www.brookdalecc.edu/academic-tutoring/tutoring-center/>.

## **STUDY AIDES:**

Supplemental Instructional support materials are available on the Canvas Site for this course. See Instructor's Addendum for sign-on information.

## **MENTAL HEALTH:**

- Mental Health Crisis Support: From a campus phone, dial 5555 or 732-224-2329 from an external line; off-hours calls will be forwarded to BCC police (2222 from a campus phone)
- Psychological Counseling Services: 732-224-2986 (to schedule an appointment during regular hours)

*The syllabus is intended to give student guidance in what may be covered during the semester and will be followed as closely as possible. However, the faculty member reserves the right to modify, supplement, and make changes as the need arises.*