



SACRAMENTO  
STATE

# Course Change Proposal Form A



<b>Academic Group (College):</b> Business Administration	<b>Academic Organization (Department):</b> Management Information Systems	<b>Date:</b> 12/10/2008
<b>Type of Course Proposal:</b> New <input checked="" type="checkbox"/> Change <input type="checkbox"/> Deletion <input type="checkbox"/>	<b>Department Chair:</b> Monica Lam	<b>Submitted by:</b> Monica Lam
<b>Does this course fulfill a requirement for single-subject or multiple subject credential students? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></b>	<b>For Catalog Copy: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></b> <b>CCE: Yes <input type="checkbox"/> No <input type="checkbox"/></b>	<b>Semester Effective:</b> <b>Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/>, 2009</b>

<b>This course replaces experimental course Subject Area (prefix) and Catalog Number (course number):</b>	
<b>This Catalog Number (course number) is being replaced:</b>	

**Change from:**

<b>Subject Area (prefix) &amp; Catalog No. (course no.):</b> BUS 162	<b>Title:</b> Project Management	<b>Units:</b> 3
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**Change to:**

<b>Subject Area (prefix) &amp; Catalog No. (course no.):</b>	<b>Title:</b>	<b>Units:</b>
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**JUSTIFICATION:**

<ul style="list-style-type: none"> <li>• Project management is required in many business disciplines such as accounting, auditing, finance, production, marketing, and MIS. Knowledge of project management will enhance students' competitiveness in the job market.</li> <li>• It is suggested that the new prefix BUS is used for this new course because of the multi-disciplinary nature of the course.</li> </ul>
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**NEW COURSE DESCRIPTION: (Not to exceed 80 words, and language should conform to catalog copy. See <http://www.csus.edu/acaf/univmanual/crspsl.htm> - Guidelines for Catalog Course Description)**

<b>BUS 162. Project Management.</b> Processes, methodologies, tools, techniques, software, economic analysis, and life-cycle costing for managing different phases of projects. Emphasis on effective management of projects to achieve operational, managerial, and strategic goals of organizations. Prerequisite: MGMT 102. 3 units.
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<b>Note:</b>
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<b>Prerequisite:</b> MGMT 102
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<b>Corequisite:</b>
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<b>CAN (California Articulation Number):</b>
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<b>Graded: Letter <input checked="" type="checkbox"/> Credit/No Credit <input type="checkbox"/></b>	<b>Instructor Approval Required? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></b>
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<b>Course Classification (e.g., lecture, lab, seminar, discussion):</b> lecture	<b>Title for SIS+/CMS (not more than 30 characters):</b> MIS 162. Project Management
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<b>Cross Listed? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></b>	<b>If yes, do they meet together and fulfill the same requirement, and what is the other course.</b>
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<b>How Many Times Can This Course be Taken for Credit? <u>  1  </u></b>
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<b>Can the course be taken for Credit more than once during the same term? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></b>
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**FOR NEW COURSE PROPOSALS OR SUBSTANTIVE CHANGES ONLY:**

**Description of the Expected Learning Outcomes:** Describe outcomes using the following format: "Students will be able to: 1), 2), etc."  
See the example at <http://www.csus.edu/acaf/example.htm>

Students will be able to:

- (1) Define a project, estimate project times and costs, develop a project plan, and schedule resources.
- (2) Manage project teams, project risks, and performance measurement.
- (3) Utilize project management software to enhance productivity.
- (4) Understand how organizational culture, leadership structure, team dynamics, and personnel characteristics affect project management.

A sample course syllabus is attached.

**\*\*Attach a list of the required/recommended course readings and activities [Note: it is understood that these are updated and modified as needed by the instructor(s).] This attachment should be forwarded only to your Dean's office, not Academic Affairs.**


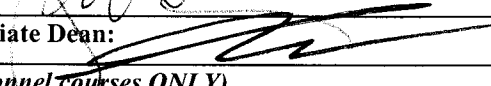
**Assessment Strategies:** A description of the assessment strategies (e.g., portfolios, examinations, performances, pre-and post-tests, conferences with students, student papers) which will be used by the instructor to determine the extent to which students have achieved the learning outcomes noted above:

Individual assignments, team projects, quizzes, and/or exams.

**For whom is this course being developed?**  
 Majors in the Dept  Majors of other Depts  Minors in the Dept  General Education  Other   
 Is this course required in a degree program (major, minor, graduate degree, certificate)? Yes  No   
 If yes, identify program(s):  
 Does the proposed change or addition cause a significant increase in the use of College or University resources (lab room, computer facilities, faculty, etc.)? Yes  No   
 If yes, attach a description of resources needed and verify that resources are available.  
 Indicate which department or programs will be affected by the proposed course (if any). MIS concentration within the BSBA program and other concentrations which may adopt this new course as an elective.  
*The Department Chair's signature below indicates that affected programs have been sent a copy of this proposal form.*

**Approvals:** If proposed change, new course or deletion is approved, sign and date below. If not approved, forward without signing to the next reviewing authority, and attach an explanatory memorandum to the original copy.

Signatures:

	Date
Department Chair: 	2-10-09
College Dean or Associate Dean: 	
CPSP (for school personnel courses ONLY)	
Associate Vice President and Dean for Academic Programs	

**Distribution:** Academic Affairs (original), Department Chair and College Dean. Dean's office to send original after approval to Academic Affairs, at mail zip 6016. An electronic copy must also be sent.

CALIFORNIA STATE UNIVERSITY, SACRAMENTO  
School of Business Administration

**BUS 162 – Business Project Management**

*COURSE SYLLABUS*

**INSTRUCTOR:** XXX

**OFFICE:** XXX

**OFFICE HOURS:** XXX

**CONTACT:**       **Web Page:** XXX  
                      **Email:** XXX  
                      **Phone:** XXX  
                      **FAX:** XXX

**TEXTBOOKS**

Required:

- Clifford F. Gray & Erik W. Larson, Project Management: The Managerial Process, 4<sup>th</sup> edition, McGraw-Hill/Irwin, 2008
- Steven W. Flannes & Ginger Levin, Essential People Skills for Project Managers, Management Concepts, Inc., 2005

Reference:

- A Guide to the project Management Body of Knowledge, 3<sup>rd</sup> edition, Project Management Institute, Inc., 2004

**SacCT INFORMATION**

This course utilizes the SacCT system for teaching material and grade posting. Go to the Web address <https://online.csus.edu> for SacCT access. Click the link *My SacCT*. Use your saclink account name and password to logon.

**COURSE DESCRIPTION**

This course focuses on a holistic approach to project management. The content deals with planning, scheduling, organizing, and controlling projects. The course includes major topics of

Strategy, Priorities, Organization, Project Tools, and Leadership. Primary class emphasis is on the project management process and tools. Project management has become more and more important in the knowledge era due to rightsizing, competitiveness, outsourcing, customer-driven process, specialization, and resource scarcity. Mastery of key tools and concepts could give you a significant competitive advantage in the marketplace.

### ***COURSE OBJECTIVES***

- Understand and apply the concepts, techniques, and decision tools for project management.
- Acquire the technical knowledge for project management including work breakdown structure, project network, cost estimates, risk management, and scheduling.
- Acquire essential interpersonal skills and organizational competence to be effective project managers.
- To provide experience for using software for project management.
- Understand the process and requirements for the certification of Project Management Professional (PMP).

### ***GRADING SCHEME***

Exam 1	25%
Exam 2	25%
Quizzes	10%
Presentation and Participation	20%
Homework Assignments	20%

All grading components are individual except for presentation. Please refer to the presentation section for details.

### ***GRADE DISCLOSURE***

1. No grades for any components of the course will be disclosed via phone or email.
2. Students can access their grades for various components via the WebCT system.

### ***GRADE DISTRIBUTION***

The grading scale is: 90%+ for A or A-, 80%+ for B+, B, or B-, 70%+ for C+, C, or C-, and so on. Classification of subgrades within a letter grade will vary depending on grade clusters. The

instructor reserves the right to change the grading scale as demanded by situations. No “incomplete” or “unauthorized withdrawn” grade will be given. Any ambiguity on university policies for grade assignment will be subject to the instructor’s interpretation.

### ***QUERIES/APPEALS FOR GRADED COMPONENTS***

Any queries or appeals for a graded component (such as a homework assignment) must be directed to the instructor in person within 2 weeks after the graded component is returned. No adjustment will be made for the scores of graded components after the two-week period.

### ***GRADING FOR GROUP WORK***

All members in the same group will receive the same grade. In order to avoid dispute about unfair share of workload in a group, students should be careful about which group to join and which member to accept. The instructor has limited flexibility (via the participation adjustment) to penalize noncontributing and uncooperative group members.

### ***DEADLINES FOR SUBMISSIONS***

**No assignments/papers/summaries/projects will be accepted after deadlines.**

### ***PRESENTATION***

Presentation can be done individually or in a group of n students. Each group will select one subject. If a subject is chosen by more than 1 group, a random assignment will be made. The subjects are as follows:

1. How to Use Microsoft Office Project (Reference: Tutorial video on student CD)
2. Interpersonal Communication Skills for Project Managers (Reference: Chapters 1 – 4 in Flannes & Levin book)
3. Conflict and Stress Management for Project Managers (Reference: Chapters 5 – 7 in Flannes & Levin book)
4. A Case Study on an Extraordinary Success (or Failure) for Project Management
5. How to Become a PMP (Project Management Professional) (Reference: The PMBOK book)

#### **Presentation requirements:**

- Each presentation is about 1 hour.
- The presentation team can determine the scope and topics of the assigned subject to present.
- Each presentation is professionally prepared and delivered using PowerPoint.
- Each member in a team is required to present.
- Presenters are in business formal attire.

- Distribute legible and readable presentation handouts to audience for their reference.
- All references including Web links must be included in the handout.
- The reference within parenthesis is the suggested reading for your presentation. You need to collect more information via the Web, journal articles, books, software documentation, personal experience, etc. for your presentation.

### ***EXAMINATION***

Please bring your student ID and a scantron (from #882 with 50 questions on each side) to all exams. Students are responsible for materials from lectures, textbooks, handouts, student presentations, homework assignments, whichever applicable. One make-up exam for a scheduled exam before its scheduled time can be arranged. Inform the instructor as soon as possible if you cannot attend a scheduled exam. A student who takes this option must sign a statement agreeing not to disclose the content of the exam in any manners. Violation of this agreement will result in a zero for the exam.

### ***PARTICIPATION***

Class attendance and participation are expected from students. Classroom etiquette is considered as part of participation because of its contribution to a friendly environment for learning. Please see Classroom Etiquette section. The course schedule and structure may change. Students are responsible for all announcements made in all classes.

## TENTATIVE SCHEDULE

**Class schedule may change.**

**Students are responsible for all announcements made in SacCT and scheduled classes.**

<b>Date</b>	<b>Activity</b>	<b>Reading</b>
Week 1	Modern Project Management	PM1
Week 2	Organization Strategy and Project	PM2
Week 3	Organization Structure and Culture	PM3
Week 4	Defining the Project Presentation	PM4
Week 5	Estimating Project Times and Costs	PM5
Week 6	Developing a Project Plan	PM6
Week 7	Managing Risks Presentation	PM7
Week 8	Exam 1	
Week 9	Reducing Project Duration	PM8
Week 10	Leadership: Being an Effective Project Manager	PM9, EPS1-4
Week 11	Leadership: Being an Effective Project Manager Presentation	PM10
Week 12	Managing Project Teams	PM11, EPS5-7
Week 13	Outsourcing: Managing Inter-Organizational Relations: International Project	PM12, PM15
Week 14	Progress and Performance measurement and Evaluation Presentation	PM13
Week 15	Project Audit and Closure	PM14
Week 16	Exam 2	

PMn means chapter n in the Project Management book by Gray and Larson.

EPSn means chapter n in the Essential People Skills book by Flannes and Levin.