# Course Change Proposal

## Form A

<table>
<thead>
<tr>
<th>Academic Group (College):</th>
<th>Academic Organization (Department):</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Business Administration</td>
<td>College of Business Administration</td>
<td></td>
</tr>
<tr>
<td>Type of Course Proposal:</td>
<td>Department Chair: (Associate Dean)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Russell K.H. Ching</td>
<td></td>
</tr>
<tr>
<td>New <em>X</em> Change ____ Deletion ____</td>
<td>Submitted by:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Russell K.H. Ching</td>
<td></td>
</tr>
<tr>
<td>Does this course fulfill a requirement for single-subject or multiple subject credential students? Yes ____ No <em>X</em></td>
<td>For Catalog Copy: Yes <em>X</em> No ____</td>
<td>Semester Effective:</td>
</tr>
<tr>
<td></td>
<td>CCE: Yes ____ No ____</td>
<td>Fall <em>X</em> Spring ___, 2012</td>
</tr>
</tbody>
</table>

This course replaces experimental course Subject Area (prefix) and Catalog Number (course number): 

This Catalog Number (course number) is being replaced:

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### Change from:

<table>
<thead>
<tr>
<th>Subject Area (prefix) &amp; Catalog No. (course no.):</th>
<th>Title:</th>
<th>Units:</th>
</tr>
</thead>
<tbody>
<tr>
<td>BHON 160</td>
<td>Project Management</td>
<td>3</td>
</tr>
</tbody>
</table>

### Change to:

<table>
<thead>
<tr>
<th>Subject Area (prefix) &amp; Catalog No. (course no.):</th>
<th>Title:</th>
<th>Units:</th>
</tr>
</thead>
</table>

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### JUSTIFICATION:

As the Northern California region recovers from the economic downturn, businesses, not-for-profits and government agencies/departments will begin seeking business graduates who are capable of leading their business units as well-qualified managers. The Business Honors Program will focus on developing our best students to fill these opportunities through a challenging business curriculum that emphasizes cross-functional integration in enterprise planning, problem solving and decision making. (This course is part of the Business Honors curriculum.)

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### NEW COURSE DESCRIPTION:

(Not to exceed 80 words, and language should conform to catalog copy. See http://www.csus.edu/acaaf/univmanual/crspsl.htm - Guidelines for Catalog Course Description)

Methods and processes used for planning, controlling and managing projects. Includes project selection and scope, scheduling methodologies, economic analysis, the use of software, 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.

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### Note:

Prerequisite: BHON 102, 103, 104, 105, 106, 107, 108, 109, COMS 103
Enforced at Registration: Yes _X_ No
Corequisite:
Enforced at Registration: Yes ____ No

### CAN (California Articulation Number):

<table>
<thead>
<tr>
<th>Graded: Letter <em>X</em> Credit/No Credit ____</th>
<th>Instructor Approval Required? Yes ____ No ____</th>
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</thead>
</table>

Course Classification (e.g., lecture, lab, seminar, discussion): Project Management

Cross Listed? Yes ____ No _X_ If yes, do they meet together and fulfill the same requirement, and what is the other course.

How Many Times Can This Course be Taken for Credit? _1_

Can the course be taken for Credit more than once during the same term? Yes ____ No _X_
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](http://www.csus.edu/acaf/example.htm)

Learning Goal: To effectively manage business projects to achieve organizational goals

Learning objectives:
- Explain how project selection affects business strategy.
- Prepare schedules and conduct economic analyses using project management tools.
- Explain resources planning, resource allocation, and strategic controls on projects.
- Provide an overarching understanding of business operations/processes.
- Provide the use of information system and technology to strategically manage projects.
- Support managerial decisions using appropriate project management methodologies.
- Assess the business’ legal obligations.

**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:

Grades:
- Exams (assess knowledge and concept understanding)
- Written assignments (assess incremental concept development/understanding)
- Project (demonstrate application of concepts and understanding)
- Class participation (demonstrate understanding)

**For whom is this course being developed?**

<table>
<thead>
<tr>
<th>Majors in the Dept.</th>
<th>Majors of other Depts</th>
<th>Minors in the Dept</th>
<th>General Education</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

Is this course required in a degree program (major, minor, graduate degree, certificate)? Yes X No ___

If yes, identify program(s): Business Honors

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 X ___

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). Business Honors for Business majors

*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.

<table>
<thead>
<tr>
<th>Signatures:</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Chair:</td>
<td>3-30-11</td>
</tr>
<tr>
<td>College Dean or Associate Dean:</td>
<td>3-30-11</td>
</tr>
<tr>
<td>CPSP (for school personnel courses ONLY):</td>
<td></td>
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<tr>
<td>Associate Vice President and Dean for Academic Programs:</td>
<td></td>
</tr>
</tbody>
</table>

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.
BHON 160 - Project Management

Suggested Course Outline

Course Description: Methods and processes used for planning, controlling and managing projects. Includes project selection and scope, scheduling methodologies, economic analysis, the use of software, 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.

Learning Goal: To effectively manage business projects to achieve organizational goals

Learning objectives:
- Explain how project selection affects business strategy.
- Prepare schedules and conduct economic analyses using project management tools.
- Explain resources planning, resource allocation, and strategic controls on projects
- Provide an overarching understanding of business operations/processes
- Provide the use of information system and technology to strategically manage projects
- Support managerial decisions using appropriate project management methodologies.
- Assess the business’ legal obligations

Learning Assessment:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>Midterm exams</td>
<td>200</td>
</tr>
<tr>
<td>Assignments</td>
<td>100</td>
</tr>
<tr>
<td>Semester project</td>
<td>100</td>
</tr>
<tr>
<td>Final exam</td>
<td>100</td>
</tr>
<tr>
<td>Total</td>
<td>500</td>
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</tbody>
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Topics covered:
- Developing and comparing feasibility, complexity, scalability and cost of possible solutions and estimating ROI
- Project portfolio
  - Investing in the right projects
  - Assigning the right resources
  - Scheduling for completion at the right time
- Aligning projects, program initiatives and business units to the strategic objectives
  - Identifying strategic objectives and initiatives
  - Designing and implementing the structure and processes
  - Tools for project management
  - Organizational culture issues
  - Impact of changing market demand on the project
- Risk management
  - Risk considerations and factors
  - Contingency planning
• Managing multiple vendors
  o Request for proposal
  o Off-shore and out-sourcing issues
  o Division of responsibilities
• Regulatory and compliance issues
• Managing a project
  o Leveling and allocating resources over projects
  o Assessing project needs and resources, including human financial, technical, etc.
  o Identifying stakeholders
  o Assessing project costs
  o Project planning, execution and scheduling
    ▪ Prioritizing projects
    ▪ Identifying key drivers
    ▪ Defining performance measures
    ▪ Project monitoring and tracking processes to ensure performance to key measures
    ▪ Scheduling resources
    ▪ Change and service controls
    ▪ Quality assurance and testing
  o Adoption issues
• Project leadership
  o Assessing change and change management
  o Communication and organization skills
• Project Management Institute (PMI), Project Management Professional (PMP) and ISO 9000 standards and principles