

**CIS 431-75918**  
**Project Management for Information Technology**  
**Fall 2013**  
*Presented by Steve Siedschlag*

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**OFFICE HOURS:** (Room BE-125) Monday 12-1pm, Wednesday 1:30-2:30pm & 6-7PM; (INET-M) Th 10am-12pm.  
At other times, email will usually get the quickest response

**TEXT:** NEW PERSPECTIVES ON MS PROJECT 2010: INTRO W/CD, ISBN-13: 9780538746762, Author: BUNIN

<u>Start Date</u>	<u>End Date</u>	<u>Last Date to Add</u>	<u>Drop Grade Required</u>	<u>Drop Deadline</u>
8/14/13	12/18/13	8/20/13	9/04/13	10/29/13

**COURSE DESCRIPTION**

Fundamentals of project management applied to the field of information technology using current project management software. Topics include: creating task lists; setting up resources; developing, formatting, and printing the project plan; organizing and formatting project details; tracking progress; measuring performance; and reporting project status.

**COURSE OBJECTIVES**

Upon the successful completion of CIS 431 (grade C or higher), students will:

**Demonstrate the planning and completion of projects**

Tasks entries and project duration settings will be verified in student submission as compared to the published solution file.

**Create standard project reports.**

Report submissions will be verified in student submission as compared to the published solution file.

**Determine resources and costs for their project**

Students will demonstrate that they are able to add resources and costs to the Case Study project.

**Required Course Materials**

Microsoft Project 2010 software installed on your computer.

**TEXT BOOK** (all contained in bookstore package):

**\*NEW PERSPECTIVES ON MS PROJECT 2010: INTRO W/CD**

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ISBN-13: 9780538746762

Author: BUNIN

Edition: 1ST

Year: 2012

## REQUIRED COMPUTER CONFIGURATION

(THIS IS CRITICAL INFORMATION)

If you plan to use a computer other than those available for use at Chaffey College it must meet the following configuration requirements:

Have **Microsoft Windows 7, 8, VISTA or Windows XP** operating system installed and accessible. You cannot successfully complete this course on a Macintosh.

Have **Microsoft Project 2010** installed and accessible. I will send you a link to the Microsoft Developer Network where you may download a fully functional copy for free.

Have sufficient speed, internal memory (RAM), and hard disk capacity to support the indicated software and the data files required to complete the assignments.

Have an Internet connection. *The MINIMUM speed is 56Kbps, but broadband (Cable or DSL) will save lots of time (and make downloads tolerable).*

Have an internet browser for accessing the Internet. We recommend Internet Explorer or Mozilla FireFox Every semester one or two people try to use an unsupported browser and cannot make the course content work. PLEASE make sure that you have the Adobe Flash plug-in loaded into your browser

It is your responsibility to keep this configuration maintained and functional. **Computer problems will not be considered as an excuse for late or missing assignments.**

## COURSE PRESENTATION

The course is presented **on-line** through an Internet connection with screen presentations on Moodle.

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### *A WORD ABOUT DISTANT LEARNING*

Online instruction, also called Distant Learning, or e-Learning, is the delivery of course content through a computer connection to a courseware server. It provides the student (user) the flexibility to 'attend' class 24 hours a day, 7 days a week, rather than a fixed meeting time of a face-to-face classroom setting.

However, this flexibility and delivery of the course has the potential of creating some real issues:

**Network availability** As long as your computer and the courseware server are functioning properly through the internet connection - the course material can be delivered and reacted to. However, when any one of those components fail - the course is NOT available. The college does everything within its power to maintain the courseware server. The professor does all that is within his power to see that the course site is maintained on that server. AND - YOU should do all that is within your power to keep your computer functioning properly - including your internet connection. Without these components - the course cannot be delivered.

**Student Responsibility** The only difference between the on-line environment and a traditional classroom delivery is the availability of the course material, assignments, etc. It will be very easy to ignore the established deadlines for completing assignments and taking the exams; particularly since you are doing that from the comfort and flexibility of your home. A busy schedule or home life can cause you to ignore the online class and 'put off' doing the work until 'later'. This will lead to missed assignments, late assignments, study opportunities, missed exams, and ultimately doing poorly in the class.

**Recommendation:** I strongly suggest that you set aside a time which becomes your 'attendance' to the online class requirements. In this way you make significant progress in the course and your required assignments are completed on time. Your course grade will reflect that progress.

## GRADING

ALL ASSIGNMENTS ARE DUE THE DAY POSTED ON THE SCHEDULE

Because of this strict policy on late assignments and the understanding that you may have problems during the course of the class, I offer several opportunities for extra credit work. I strongly encourage you to take those opportunities in case the need may arise where you are unable to complete an assignment. The extra credit will not entirely cover the points of the assignment, but it will help to maintain your grade, if you should need to.

All assignments and examinations will have a **points possible** value. Your assignments and exams will be awarded **earned points**. The percentage of **earned points** to the **possible points** will determine the letter grade. This will be for individual assignments and exams as well as the cumulative points for the course. The percentage is determined by dividing the **earned points** by the **possible points**.

**A** - 90% and above

**B** - 89-80%

**C** - 70-79%

**D** - 60-69%

**F** - below 60%

## PARTICIPATION

You **MUST** be enrolled in the appropriate **on-line** course section as detailed in the Semester Schedule of Classes. I **MUST** have contact from you by the end of the first week of class or your space in the class will be given away to someone on the wait-list.

You **MUST** have access to a functionally configured computer system that supports the course assignments. Unless you are using Chaffey College's computer systems, it will be **YOUR** responsibility to keep your computer maintained at the level necessary to support the course assignments.

You must show continued progress in the course in order to expect to be successful

After the first week, the professor will NOT drop an enrolled student from the roster. If you no longer plan to participate in the class it will be **YOUR** responsibility to officially withdraw from the class through the Admissions Office procedures. Failure to do this in a timely manner (see the dates on the first page of this syllabus) may result in you receiving a failing grade (F) for the class.

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## REQUIRED COURSE WORK

The required course work is a combination of examinations and computer based assignments.

**Chapter Examinations** will be taken ONLINE through the Course Site. The questions may be a combination of formats: True/False, Multiple Choice, Matching. Your grade will appear shortly after the close of the examination period. You may change any answers BEFORE you submit it. Once you submit it (by clicking on the SUBMIT button at the end of the exam) no changes can be made to the exam.

Under NO circumstances will assignments be accepted after the due date. Don't even ASK. ALSO, if you wait until 5 minutes before the due date to press the submit button, the risk is all yours. Last minute system malfunctions will not be accepted as an excuse.

**Lab Assignments (Computer-based)** will be done offline by downloading student files to your computer. You will upload the completed assignments through Moodle.

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## **USING CHAFFEY'S COMPUTER LABS**

You will be required to have a CURRENT Chaffey Student ID card. This card will be used in a scanner in the computer lab to "check" you into the lab. Without the ID card - you will NOT be allowed access to the Lab. You will NOT be required to register for a special Lab class. More information will be announced about lab use as it becomes available to the professor. Watch the Announcements.

## **STUDENT SUCCESS CENTERS**

In the last few years, Chaffey College has created Student Success Centers, which offer tutorials, workshops, study groups, and computer access to assist students in their academic development and success. Three of the centers, located on the main campus, are designed to address specific needs:

<http://www1.chaffey.edu/success/index2.shtml>

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## **DISABILITY PROGRAMS AND SERVICES**

If you have a disability documented by a physician or other appropriate professionals and you wish to discuss academic accommodations, please contact the DPS office at <http://www.chaffey.edu/DPS/index.html>. Please be sure to allow adequate time to arrange for an appropriate accommodation.

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## **DISTANCE EDUCATION HELPDESK**

[\(909\) 652-6975](tel:(909)652-6975)

8am-4pm M-F

(Extended Hours during the first two weeks of the semester)