

Course Information

Semester & Year: Spring 2023
Course ID & Section #: BUS-68-V4772
Instructor's name: Eli Naffah
Day/Time or *Online: Online
Location or *Online: Online
Course units: 3 units, 4.5 TLU's

Instructor Contact Information

Office location or *Online: Via Phone or TechConnectZoom
Office hours: Flexible
Phone number: Send email to set up an appointment
Email address: eli-naffah@redwoods.edu

Required Materials

Textbook title: Harvard Business Review Project Management Handbook
Edition: 1st edition
Author: Nieto-Rodriguez, Antonio
ISBN: 978-1-64782-126-5
Other requirement: None

Catalog Description

An overview of how to effectively work on teams, manage people, and successfully plan and execute projects in a business setting. The student will learn fundamental management skills related to team motivation, communication, persuasion, creativity, and managing change. In addition, the student will apply project management techniques and industry-standards to in-class management projects. Students will also develop self-awareness strategies that will help them be a more effective member of a team, organization, and society.

Course Student Learning Outcomes

- Analyze situations that commonly arise in the business environment and apply management terms and concepts to make business decisions.
- Manage a team project from initiation to completion through a real-world project exercise.

Prerequisites/Co-requisites/ Recommended Preparation

Students must be able to utilize programs such as Microsoft Word.

Students must possess or have access to a reliable personal computer.

Accessibility

College of the Redwoods is committed to making reasonable accommodations for qualified students with disabilities. If you have a disability or believe you might benefit from disability-related services and accommodations, please contact your instructor or [Disability Services and Programs for Students \(DSPS\)](#). Students may make requests for alternative media by contacting DSPS based on their campus location:

- Eureka: 707-476-4280, student services building, 1st floor
- Del Norte: 707-465-2324, main building near library
- Klamath-Trinity: 530-625-4821 Ext 103

If you are taking online classes DSPS will email approved accommodations for distance education classes to your instructor. In the case of face-to-face instruction, please present your written accommodation request to your instructor at least one week before the needed accommodation so that necessary arrangements can be made. Last minute arrangements or post-test adjustments usually cannot be accommodated.

Evaluation & Grading Policy

Discussion Forum Questions.....25% (150 points) Project Scenario Exercise.....25% (150 points)

Mid-Term Exam.....25% (150 points) Final Exam.....25% (150 points)

1. **Discussion Forum Questions:** Post your comments in the Pinned Discussion Forum for the question for each academic week of the semester. There are a total of 15 assigned questions. State your perspective of the question posed in the discussion forum. In a separate post, you may comment on the posts of other students.
2. **Project Scenario Exercise:** Manage a hypothetical team project. You get to choose the Project, but it must be approved by the professor. You need to submit a one-page outline of your proposed project for approval. Subsequently you will prepare your Project Scenario Exercise in a report form ranging from 5-10 pages. The exercise will take the Project Canvas format found in the text. Further details on the Project Exercise appear under Assignments and Files.
3. **Mid-Term Exam:** The exam will cover course materials (reading assignments, discussion topics, etc) for Chapters 1-7. The exam is 90 minutes (1 1/2 hours) long, consisting primarily of multiple choice, true-false, and short-answer essay questions.
4. **Final Exam:** The exam will cover course materials (reading assignments, discussion topics, etc) for Chapters 8-12. The exam is 90 minutes (1 1/2 hours) long, consisting primarily of multiple choice, true-false, and short-answer essay questions.

Grading Scale: A=93-100; A-=90-93; B+=87-90; B=83-87; B-=80-83; C+=77-80; C=70-77; D=60-70;
F=below 60

Faculty Initiated Drop: *Note that students may be dropped from the class for inactivity and insufficient participation in the class (i.e. not taking exams, not submitting course work, etc.)*

Student Feedback Policy

This course provides weekly threaded discussion forums which allow students to interact by commenting on other student's posts. Under Files, the instructor has provided weekly lectures to supplement the textbooks. Office hours are available on request. Instructor is readily available via email.

Exams

Exams are taken online.

Setting Your Preferred Name in Canvas

Students have the ability to have an alternate first name and pronouns to appear in Canvas. Contact [Admissions & Records](#) to request a change to your preferred first name and pronoun. Your Preferred Name will only be listed in Canvas. This does not change your legal name in our records. See the [Student Information Update form](#).

Canvas Information

Log into Canvas at My CR Portal

For help logging in to Canvas, visit My CR Portal.

For help with Canvas once you're logged in, click on the Help icon on the left menu.

For tech help, email its@redwoods.edu or call 707-476-4160

Canvas online orientation workshop: Canvas Student Orientation Course (instructure.com)

Student Support

Good information and clear communication about your needs will help you be successful. Please let me know about any specific challenges or technology limitations that might affect your participation in class. College of the Redwoods wants every student to be successful.

Academic Support Information

The following online resources are available to support your success as a student:

- CR-Online (Resources for online students): <http://www.redwoods.edu/online>
- Library (including online databases): <http://www.redwoods.edu/library/>
- Canvas help and tutorials: <http://www.redwoods.edu/online/Canvas>
- Student Online Hand Book: <http://www.redwoods.edu/Portals/72/Documents/Students/CR-OnlineStudentHandbook.pdf>

[Counseling](#) offers assistance to students in need of professional counseling services such as crisis counseling.

Learning Resource Center includes the following resources for students

- [Academic Support Center](#) for instructional support, tutoring, learning resources, and proctored exams. Includes the Math Lab & Drop-in Writing Center
- [Library Services](#) to promote information literacy and provide organized information resources.

[Multicultural & Diversity Center](#)

Special programs are also available for eligible students include

- [Extended Opportunity Programs & Services \(EOPS\)](#) provides services to eligible income disadvantaged students including: textbook award, career academic and personal counseling, school supplies, transportation assistance, tutoring, laptop, calculator and textbook loans, priority registration, graduation cap and gown, workshops, and more!
- The TRiO Student Success Program provides eligible students with a variety of services including trips to 4-year universities, career assessments, and peer mentoring. Students can apply for the program in [Eureka](#) or in [Del Norte](#)
- The [Veteran's Resource Center](#) supports and facilitates academic success for Active Duty Military, Veterans and Dependents attending CR through relational advising, mentorship, transitional assistance, and coordination of military and Veteran-specific resources.
- Klamath-Trinity students can contact the CR KT Office for specific information about student support services at 530-625-4821

Academic Honesty

In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. In cases involving academic dishonesty, determination of the grade and of the student's status in the course is left primarily to the discretion of the faculty member. In such cases, where the instructor determines that a student has demonstrated academic dishonesty, the student may receive a failing grade for the assignment and/or exam and may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct (AP 5500) is available on the College of the Redwoods website at:

<https://www.boarddocs.com/ca/redwoods/Board.nsf/goto?open&id=ARKSTR7410A2>

Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the college catalog and on the College of the Redwoods website.

Disruptive Classroom Behavior

Student behavior or speech that disrupts the instructional setting will not be tolerated. Disruptive conduct may include, but is not limited to: unwarranted interruptions; failure to adhere to instructor's directions; vulgar or obscene language; slurs or other forms of intimidation; and physically or verbally abusive behavior. In such cases where the instructor determines that a student has disrupted the educational process a disruptive student may be temporarily removed from class. In addition, he or she may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct (AP 5500) is available on the College of the Redwoods website at:

<https://www.boarddocs.com/ca/redwoods/Board.nsf/goto?open&id=ARKSTR7410A2>

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Inclusive Language in the Classroom

College of the Redwoods aspires to create a learning environment in which all people feel comfortable in contributing their perspectives to classroom discussions. It therefore encourages instructors and students to use language that is inclusive and respectful.

Community College Student Health and Wellness

Resources, tools, and trainings regarding health, mental health, wellness, basic needs and more designed for California community college students, faculty and staff are available on the California Community Colleges [Health & Wellness website](#).

[Wellness Central](#) is a free online health and wellness resource that is available 24/7 in your space at your pace.

Students seeking to request a counseling appointment for academic advising or general counseling can email counseling@redwoods.edu.

Emergency procedures / Everbridge

College of the Redwoods has implemented an emergency alert system called Everbridge. In the event of an emergency on campus you will receive an alert through your personal email and/or phones. Registration is not necessary in order to receive emergency alerts. Check to make sure your contact information is up-to-date by logging into WebAdvisor <https://webadvisor.redwoods.edu> and selecting 'Students' then 'Academic Profile' then 'Current Information Update.'

Please contact Public Safety at 707-476-4112 or security@redwoods.edu if you have any questions. For more information see the [Redwoods Public Safety Page](#).

In an emergency that requires an evacuation of the building anywhere in the District:

- Be aware of all marked exits from your area and building
- Once outside, move to the nearest evacuation point outside your building
- Keep streets and walkways clear for emergency vehicles and personnel

Do not leave campus, unless it has been deemed safe by the campus authorities.

Del Norte Campus Emergency Procedures

Please review the [Crescent City campus emergency map](#) for campus evacuation sites, including the closest site to this classroom (posted by the exit of each room). For more information, see the [Redwoods Public Safety Page](#).

Eureka Campus Emergency Procedures

Please review the [campus emergency map](#) for evacuation sites, including the closest site to this classroom (posted by the exit of each room). For more information on Public Safety go to the [Redwoods Public Safety Page](#) It is the responsibility of College of the Redwoods to protect life and property from the effects of emergencies within its own jurisdiction.

In the event of an emergency:

1. Evaluate the impact the emergency has on your activity/operation and take appropriate action.
2. Dial 911, to notify local agency support such as law enforcement or fire services.
3. Notify Public Safety 707-476-4111 and inform them of the situation, with as much relevant information as possible.
4. Public Safety shall relay threat information, warnings, and alerts through the Everbridge emergency alert system, Public address system, and when possible, updates on the college website, to ensure the school community is notified.
5. Follow established procedures for the specific emergency as outlined in the College of the Redwoods Emergency Procedure Booklet, (evacuation to a safe zone, shelter in place, lockdown, assist others if possible, cooperate with First Responders, etc.).
6. If safe to do so, notify key administrators, departments, and personnel.
7. Do not leave campus, unless it is necessary to preserve life and/or has been deemed safe by the person in command.

College of the Redwoods is committed to equal opportunity in employment, admission to the college, and in the conduct of all of its programs and activities.

Admissions deadlines & enrollment policies

Spring 2023 Dates

- Classes begin: 01/14/23
- Martin Luther King's Birthday (all campuses closed): 01/16/23
- Last day to add a class: 01/20/23
- Last day to drop without a W and receive a refund: 01/27/23
- Census date: 01/30/23 or 20% into class duration
- Last day to petition to file P/NP option: 02/10/23
- Lincoln's Birthday (all campuses closed): 02/17/23
- President's Day (all campuses closed): 02/20/23
- Last day to petition to graduate or apply for certificate: 03/02/23
- Spring Break (no classes): 03/13/23 – 03/18/23
- Last day for student-initiated W (no refund): 03/31/23
- Last day for faculty-initiated W (no refund): 03/31/23
- Final examinations: 05/06/23 – 05/12/23
- Commencement: 05/15/23
- Semester ends: 05/12/23

· Grades available for transcript release: approximately 05/26/23

Students who have experienced extenuating circumstances can complete & submit the **Excused Withdrawal Petition** to request an Excused Withdrawal (EW) grade instead of the current Withdrawal (W) or non-passing (D, F & NP) grades. The EW Petition is available from the Admissions and Records Forms Webpage. Supporting documentation is required.

Course Syllabus

Text: Nieto-Rodriguez, Antonio *Harvard Business Review Project Management Handbook* 1st Edition (Boston, MA: Harvard Business Review Press, 2021)

****NOTE THAT THE FOLLOWING COURSE SYLLABUS MAY BE SUBJECT TO CHANGE!****

<u>Wk</u>	<u>Date</u>	<u>Chapters</u>	<u>Subject Material</u>	<u>Pages</u>
1	1/15- 1/21	Introduction 1	Welcome to the Project Economy Projects Everywhere	1-11 15-28
2	1/22- 1/28	2	What is a Project?	29-42
3	1/29- 2/4	3	What Project Management is Now	43-63
4	2/5- 2/11	4 5	Introduction to the Project Canvas The Foundation	67-71 73-95
5	2/12- 2/18	6	The People: Sponsorship	97-108
6	2/19- 2/25	6	The People: Resources, Stakeholders	108-127
7	2/26- 3/4	7	The Creation: Deliverables, Plan	129-151
8	3/5- 3/11	7	The Creation: Change	151-163
	3/9- 3/12	EXAM	Mid-Term Exam	

9	3/12-3/18		Spring Break	
10	3/19-3/25	8	Putting the Project Canvas into Practice: Part 1	165-182
11	3/26-4/1	8	Putting the Project Canvas into Practice: Part 2	182-193
12	4/2-4/8	9	Project Leadership	197-216
13	4/9-4/15	10	Selecting and Prioritizing Projects	217-242
14	4/16-4/22	11	The Agile and Project-Driven Organization	243-262
15	4/23-4/29	12	Project Managing a Better Future: Part 1	265-286
	4/30		Project Scenario Exercise Due	
16	4/30-5/6	12 Conclusion Appendix	Project Managing a Better Future: Part 2 The Project Manifesto The Benefits Card	286-296 297-301 303-307
17	5/8-5/11	EXAM	Final Exam	