



Меѓународен Универзитет Визион - International Vision University  
 Universiteti Ndërkombëtar Vizion - Uluslararası Vizyon Üniversitesi

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## SYLLABUS

COURSE NAME	COURSE CODE	SEMESTER	COURSE LOAD	ECTS
PROJECT MANAGEMENT	2008	2	180	6

Prerequisite(s)	None
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Course Language	Turkish
Course Type	Required
Course Level	First Cycle
Course Lecturer	
Course Assistants	
Classroom	
Extra Curricular Office Hours and Location	Meeting: Consultancy:

Course Objectives	The aim of this course is closely to identify projects based on the work and planning, managing and finishing the projects.
Course Learning Outcomes	<ul style="list-style-type: none"> <li>• Description of project management concepts and learning of historical evolution;</li> <li>• Meaning and importance of projects in learning technologies and IT technologies;</li> <li>• Learning project planning phases and management phases;</li> <li>• SME and big enterprise characteristics and learning the differences among them;</li> <li>• Identifying challenges across managing and finishing projects;</li> <li>• Acknowledging about duties and responsibilities of project manager;</li> <li>• Using MS Project software.</li> </ul>
Course Contents	The course contents are: project and program relationship, needs for the project, project characteristics, managing projects, characteristics and benefits from managing projects, project planning and planning phases (starting, planning, implementation, control and closing), importance of planning, scope, budget and time planning and balancing, mix of planning, costs estimating methods, different planning tools, preparing of temas in projects, using MS Project software for planning and implementation of projects, examples of project planning approach taking into account the development of the project with Microsoft Project.

## WEEKLY SUBJECTS AND RELATED PREPARATION STUDIES

<b>Week</b>	<b>Subjects</b>	<b>Related Preparation</b>
1	Introduction and definition of project management	Related Chapters of Course Sources
2	The project manager and organization structures	Related Chapters of Course Sources
3	Project planning process	Related Chapters of Course Sources
4	Implementation process of the project	Related Chapters of Course Sources
5	Teamwork systems	Related Chapters of Course Sources
6	Project control process, Project completion and evaluation process	Related Chapters of Course Sources
7	Mid-term Exam	Related Chapters of Course Sources
8	Describing MS Project software usage	Related Chapters of Course Sources
9	Describing MS Project software usage	Related Chapters of Course Sources
10	Describing MS Project software usage	Related Chapters of Course Sources
11	Describing MS Project software usage	Related Chapters of Course Sources
12	Project management planning process works	Related Chapters of Course Sources
13	Implementation of projects in MS Project software	Related Chapters of Course Sources
14	Disclosure and evaluation of projects made	Related Chapters of Course Sources
15	Final Exam	Related Chapters of Course Sources

**ECTS / WORKLOAD TABLE**

Presentation / Seminar			
Hours for off-the-classroom study (Pre-study, practice)	14	3	42
Midterm Exam	1	12	12
Final examination	1	14	14
<b>Total Work Load</b>			
<b>ECTS</b>			<b>6</b>

**GENERAL PRINCIPLE RELATED WITH COURSE**

Dear students,

In order to be included, learn and achieve full success that you deserve in the courses you need to come well prepared by reading the basic and secondary textbooks. We are expecting from you carefully to obey to the course hours, not to interrupt the lessons unless is very indispensable, to be an active participant on the courses, easily to communicate with the other professor and classmates, and to be interactive by participating to the class discussions. In case of unethical behavior both in courses or on exams, will be acting in framework of the relevant regulations. The attendance of the students will be checked in the beginning, in the middle or at the end of the lessons. Throughout the semester the students who attend to all lectures will be given 15 activity-attendance points in addition to their exam grades.

**SOURCES****COMPULSORY LITERATURE**

No	Name of the book	Author's Name, Publishing House, Publication Year
1	Project management guide	Doç. Dr. Yalçın Tanes, İSO, 2011
2	MS PROJECT	Ersin Namlı, İstanbul Üniversitesi, 2003
3		

**ADDITIONAL LITERATURE**

No	Name of the book	Author's Name, Publishing house, Publication Year
1	Project management: Process of managing	Clif F. Gray, Erik W. Larson; McGraw-Hill, 2008
2	The Art of Project Management	Berkum Scott; O'Reilly Media; 2005
3		

## EVALUATION SYSTEM

<b>Underlying the Assessment Studies</b>	<b>NUMBER</b>	<b>PERCENTAGE OF GRADE</b>
Attendance/Participation	15	%10
Project / Event	1	%20
Mid-Term Exam	1	%35
Final Exam	1	%35
<b>TOTAL</b>	<b>17</b>	<b>%100</b>

## ETHICAL CODE OF THE UNIVERSITY

In case of the students are cheating or attempt to cheat on exams, and in the case of not to reference the sources used in seminar studies, assignments, projects and presentations, in accordance to the legislations of the Ministry of Education and Science of Republic of Macedonia and International Vision University, will be applied the relevant disciplinary rules. International Vision University students are expected never to attempt to this kind of behavior.