

*Revised: 04/28/2015*

# Nashville State Community College Computer and Engineering Technologies Division Computer Information Systems

## Master Course Syllabus

### CIS 2060 Advanced Project Management

3 Credits

2 Class Hours, 2 Lab Hours

An overview of the theoretical and practical aspects of managing information system projects. Topics include project integration, scope, time, cost, quality, human resources, communication, risk, and procurement. Microsoft Project will be used in applying project management techniques. Case study will reinforce theory and application. Prerequisite(s): CIS 1060 (with a minimum grade of "C" or higher)

## Textbook & Other Materials

Textbook: *Project Management: The Managerial Process, 7th Edition* by Larson  
ISBN 1-259-43119-3  
This is a special McGraw-Hill print version used by CIS 1060 & CIS 2060

Reference Materials: As assigned

Supplies: Thumb drive (optional)

## Course Outcomes

Upon successful completion of this course, students should be able to:

- Illustrate understanding of project management terminology, concepts and components.
- Demonstrate advanced utilization of software in applying project management techniques.
- Demonstrate the skills necessary for successful project completion.
- Demonstrate the importance of strategic goals, planning and best practices of project management.

# Course Assessments

The following performance assessments will be used to demonstrate students' understanding, knowledge and skills:

- **Graded Tests/Assignments**

- Chapter tests will be administered via the Internet using the NS Online course management system. These tests will measure the understanding of the material presented in the textbook and any assigned supplemental material. It is expected that these tests will be taken individually.
- Assignments
  - Chapter assignments, submitted via the Internet using the NS Online course management system, will reinforce material presented in the textbook, topic discussed in class and any assigned supplemental material. These assignments will include active participation in on-ground or on-line discussions. Points will be deducted from written assignments for spelling errors, incorrect grammar, and inability to properly organize a cohesive response.
- Group Project
  - Team members will evaluate themselves and fellow members. Evaluation areas will include:
    - did member do the task they agreed to do
    - did member work to best of ability
    - did member get work well with others
    - did member meet deadlines as determined by the group
- **Grading Policy**
  - All assignments will have an assigned deadline and no points are awarded after deadline
  - Students are expected to do their own work on assigned individual exercises
  - Students are expected to participate in class sessions
  - Points for exercises done as a member of a team will be determined by the team members themselves

- **Grading Scale**

Grades will be determined as follows (Grade = Total points earned by student/ Total possible points):

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<b>Grade</b>	<b>Range %</b>
<b>A</b>	89.5 – 100
<b>B</b>	79.5 – 89.4
<b>C</b>	69.5 – 79.4
<b>D</b>	59.5 – 69.4
<b>F</b>	< 59.5

## Attendance Policy

A student is expected to attend all scheduled classes and laboratories. Each instructor will formulate an attendance policy and provide it on the course syllabus. Absences are counted from the first scheduled meeting of the class, and it is the responsibility of each student to know the attendance policy of each instructor in whose class he/she is enrolled. If a student is absent from a class, he/she should give an advanced explanation to the instructor. Absences in a course may affect a student's final grade. The student is responsible for all assigned work in the course regardless of excused or unexcused absences. Tardiness may also affect a student's final grade.

Failure to attend class will result in a final course grade of "FA" or "FN" (see explanation below) depending on the individual instructor's course policy.

FA= Failure, attendance-related (unofficial withdrawal) Last recorded date of attendance required.

FN= Failure, never attended class (unofficial withdrawal)

## Student Communication Channels

It is the student's responsibility to check NS Online and MyNSCC email on a regular basis. These are the official communication channels between the college and students. Students are responsible for the information communicated through those channels. NS Online

contains specific course information and MyNSCC contains information important for other purposes.

## **Early Warning System**

Nashville State Community College has implemented an Early Warning System to notify students via e-mail about academic problems such as poor classroom attendance, poor performance on assignments/tests, poor communication skills, late/missing assignments, and/or lack of classroom participation. Please note that Early Warning Alerts do not affect a student's academic standing.

## **ADA Compliance Statement**

Nashville State complies with the Americans with Disabilities Act. If you wish to request any special accommodations for any courses in which you are enrolled, contact the Student Disabilities Office at (616) 353-3721.

## **Classroom Misconduct**

Nashville State Community College has a zero tolerance policy for disruptive conduct in the classroom. Students whose behavior disrupts the classroom will be subject to disciplinary sanctions. Please consult your [Student Handbook](#) for more specific details. The instructor has primary responsibility for control over classroom behavior and maintenance of academic integrity. He/she can order temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or in conduct which violates the general rules and regulations of the College.

Disruptive behavior in the classroom may be defined as, but is not limited to, behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students and professors, repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught, failure to cooperate in maintaining classroom decorum, etc.), the continued use of any electronic or other noise or light emitting device which disturbs others (e.g., disturbing noises from beepers, cell phones, palm pilots, lap-top computers, games, etc.).

Please be aware that children are not allowed in class or unattended on campus.

## **Academic Dishonesty (Honor Code)**

Any form of academic dishonesty, cheating, plagiarizing, or other academic misconduct is prohibited. "Plagiarism may result from: (1) failing to cite quotations and borrowed ideas, (2) failing to enclose borrowed language in quotation marks, and (3) failing to put summaries and paraphrases in your own words (A Writer's Reference 331). Academic dishonesty may be defined as, but is not limited to, intentionally trying to deceive by claiming credit for the work of another person, using information from a web page or source without citing the reference, fraudulently using someone else's work on an exam, paper, or assignment, recycling your own work from another course, purchasing papers or materials from another source and presenting them as your own, attempting to obtain exams/materials/assignments in advance of the date of administration by the instructor, impersonating someone else in a testing situation, providing confidential test information to someone else, submitting the same assignment in two different classes without requesting both instructor's permission, allowing someone else to copy or use your work, using someone else's work to complete your own, altering documents, transcripts or grades, and forging a faculty/staff member's signature.

In addition to other possible disciplinary sanctions that may be imposed through regular college procedures as a result of academic dishonesty the instructor has the authority to assign an "F" or a "Zero" for the exercise, paper, or examination or to assign an "F" for the course. Students may appeal through the appropriate college grade appeal procedures.

## **Inclement Weather Policy**

In the event of an inclement weather event, check the Nashville State web site home page at [www.nsc.edu](http://www.nsc.edu) for announcements on campus closures. Campus closures will also be announced on local television stations (channels 2, 4, 5, and 17).

When classes are canceled, an online assignment will be posted in NS Online. Check your NS Online email for a message from your instructor regarding your online assignment requirements. Even though classes may be canceled, some areas, i.e. Testing Center, may be open. However, you should check before commuting to campus.

The Vice President for Academic Affairs and the Director of Security are responsible for cancellation decisions during an inclement weather event for the Nashville State main campus and the Southeast campus. Cookeville, Waverly, and Dickson Campus Directors will make class cancellation decisions based on conditions in their respective areas. Decisions about class cancellations are based on actual conditions, not forecasts. The perspective used for making decisions is that of the college as an employer, not as a K-12 institution. Students should use their own best judgment in determining whether to report

to campus during inclement weather when classes are not canceled

**NOTE:** This syllabus is meant simply as a guide and overview of the course. Some items are subject to change or may be revised at the instructor's discretion. Each instructor will further clarify their criteria for grading, classroom procedures, attendance, exams and dates, etc. on his/her course syllabus or NS Online content.