

# Nashville State Community College

## Science, Technology, Engineering & Mathematics Division Computer Information Technology Program

### CITC 2334 Project Management II

3 Credits

2 Class Hours, 2 Lab Hours

An overview of the theoretical and practical aspects of managing projects. Topics include project knowledge areas. Microsoft Project will be used in applying project management techniques. Teams/case study/simulations will reinforce theory and application.

Prerequisite(s): CITC 1334 with a minimum grade of "C"

#### **Textbook & Other**

Textbook (required):

ISBN:

Supplemental materials:

Reference Materials:

Supplies:

#### **Materials:**

*Project Management: The Managerial Process, 7<sup>th</sup> Edition* by  
Larson, Erik & Gray, Clifford

978-1259666094

Required course packet from Harvard Business Publishing

As assigned

Thumb drive (optional)

Once enrolled, but before the semester begins, all students should verify that they have the correct textbook {same textbook used in CITC 1334} and materials information by consulting the [online bookstore](#). You will be able to access your D2L/NS Online course shell the first day of the semester. For this course, you will need your textbook the first day of class.

If you are registered with the Access Center and require an alternate format for the textbook and other course materials, please contact the Access Center at 615-353-3721, 615-353-3741, or [accesscenter@nsc.edu](mailto:accesscenter@nsc.edu).

#### **Course Outcomes:**

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

- Demonstrate an 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.

## **Topics to be Covered:**

- Organization Structure and Culture
- Managing Project Teams
- Estimating Project Times and Costs
- Progress and Performance Measurement and Evaluation
- Agile 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(s)
    - Team members may evaluate themselves and fellow members. Evaluation areas will include:
      - did member do the task they agreed to do
      - did member work to best of their ability
      - did member 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 may be determined by the team evaluation
- **Grading Scale**  
 Grades will be determined as follows (Total points earned by student / Total possible points):

<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.

According to NSCC policy, a student who does not officially drop or withdraw from a course, but receives a failing grade, will receive an "FA" if the last day of attendance was earlier than the last day to voluntarily withdraw from classes. For CITC 2334, **two consecutive weeks of absences will result in receiving a failing grade for the semester.** Simply logging in to an on-ground course is not participating in the course.

An FA is awarded to students who failed for attendance reasons.

An FN is awarded to students who never attended class.

## **Student Communication Channels**

It is the student's responsibility to check Desire2Learn (D2L)/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. D2L /NS Online contains specific course information and myNSCC contains information important for other purposes.

## **Technology Statement**

Nashville State's classes are considered to be web-enhanced. Faculty have an expectation that students will use a computer and the Internet to complete assignments, engage in online discussions, and access various course materials through D2L/NS Online course shells. Computers are available for student use at each campus during campus open hours.

## **ADA Compliance Statement**

Nashville State complies with the Americans with Disabilities Act(ADA). If you require accommodations for any courses in which you are enrolled, contact the [Access Center](#) {formerly known as the Office of Services to Students with Disabilities}, at (615) 353-3721 or (615) 353-3741, or email [accesscenter@nsc.edu](mailto:accesscenter@nsc.edu). The office is in K-106.

## **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 measures. Please consult your [Student Handbook](#) for more specific information regarding the [Student Code of Conduct policy](#).

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 disrupts the flow of instruction or prevents 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, laptop computers, games, etc.).

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

## **Academic Misconduct (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.

## **Academic Early Alert System**

Nashville State Community College uses an Early Alert System to let students know of a faculty member's concern in one or more of these academic areas: lack of attendance, lack of classroom participation, late or missing assignments, and/or poor performance on assignments/tests. \*Please note that Early Alerts do not affect a student's academic standing. If you receive an Early Alert email, please see your instructor and your academic advisor as soon as possible.

## **RAVE Emergency Alert System**

Emergency events can happen at any time and Nashville State Community College wants to be able notify students if and when they occur. For this reason, all students have been enrolled in the free RAVE alert system. If you have not already done so, please log in at <https://getrave.com/login/nscc> to confirm and update your contact information and notification preferences. It is critical that your information be correct so that you will receive any emergency notifications. Your RAVE Username is your NSCC email address. If you've never received an email from RAVE with your password, or if you need to reset your password,

select "Forgot your password?" and a new password will be emailed to you. Should the RAVE system indicate "user not found", select Register and create your own RAVE account.

## **Inclement Weather Policy & Campus Closings**

Nashville State will use the RAVE alert system to send a text message to students, staff, and faculty about adjusted hours of operation and/or closings at individual campuses. All students should check the Nashville State web site home page at [www.nsc.edu](http://www.nsc.edu) for announcements on campus closures, which may vary from campus to campus. Campus closures will also be announced on local television stations. Students should use their own best judgment in determining whether to report to campus during inclement weather when classes are not cancelled.

Even when campuses are closed, students are still responsible for completing assigned work. When classes are cancelled, faculty will post online assignments and any additional instructions in the D2L/NS Online course shell. Check D2L/NS Online for a message from your instructor regarding your online assignment requirements. Faculty have discretion over adjusting deadline or due date for assignments, but students are responsible for completing all assigned work by the due date established by the instructor. Even though classes may be cancelled, some areas, i.e. Testing Center, may be open. However, you should check before commuting to campus.

## **Class Cancellation Policy**

If the class is cancelled, the instructor will notify all students by posting in the NS Online/D2L course, e-mailing through NS Online/D2L, and/or by posting a sign on the classroom door. In the event of class cancellation, students must access NS Online/D2L to complete classwork and the assignment that will be posted in the course D2L site.