

Nashville State Community College

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

2020 Master Syllabus

CITC 1334 Project Management I

This syllabus sets forth the expectations for course content, work, and grading as well as expectations for student performance and conduct. The syllabus does not constitute a contract between the student and the instructor or the College. The information contained here is subject to change at any time. Students will be notified if any changes are made. Though changes are possible, it is expected that the course will be conducted as described in this syllabus.

3 Credits

2 Class Hours, 2 Lab Hours

This course focuses on a general approach to project management. The content deals with planning, scheduling, organizing and controlling projects. Primary class emphasis is on the project management process and tools. This introductory course includes the major topics of organization strategy and project selection, project definition, project time estimation, project plan development, resource scheduling and leadership. Microsoft Project will be used in applying project management techniques. Teams/case study will reinforce theory and application. Prerequisite(s): Level 2 placement in English, Reading and Math.

Instructor Information:

Name:

Course Related Email:

Non-course Related Email:

Phone:

Office:

Office Hours:

Textbook & Other Materials:

Textbook (required): *Project Management: The Managerial Process, 8th Edition* by Larson, Erik & Gray, Clifford

Note: DCM - NSCC Digital Course Materials

ISBN: 9781260965940

Software: Azure for Education: Microsoft® Visio & Microsoft® Project

Reference Materials: As assigned

Supplies
(recommended): Thumb drive

Once enrolled, but before the semester begins, all students should verify that they have the correct textbook 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 week 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.

Computer Skill Expectations:

- Basic computer skills to include opening and closing applications; mouse/keyboard skills; and, correct use of external storage devices;
- File/folder management skills to include: creating, opening, saving, renaming, copying, moving, deleting, printing and compressing files;
- Completion of [Online Learning Orientation](#);

Course Outcomes:

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

- Demonstrate an understanding of basic project management terminology, concepts and components;
- Demonstrate basic utilization of software in applying project management techniques;
- Design and modify work packages, resource plans, project planning;
- Exhibit strong communication skills necessary for successful project completion;

Course Competencies:

The following are detailed course competencies intended to support the course outcomes:

- Distinguish a project from routine operations;
- Recognize the different states of project life cycle;
- Apply an objective priority system to project selection;
- Identify key elements of a project scope statement;
- Demonstrate the importance of a work breakdown structure;
- Diagram a project network and identify the critical path;
- Calculate basic Pert simulation projections;
- Distinguish between time-constrained and resource-constrained schedules;
- Describe how leveling approach is used for resource-constrained projects;
- Describe the different reasons for crashing a project;
- Identify the qualities of an effective project manager;
- Contrast the difference between leading and managing a project;
- Identify different influence currencies to build positive relations with others;
- Identify different types of project closure;
- Describe the importance of post-implementation evaluation;

Topics to be Covered:

- Modern Project Management
- Organization Strategy and Project Selection
- Defining the Project
- Developing a Project Schedule
- Managing Risk
- Scheduling Resources
- Reducing Project Duration
- Being an Effective Project Manager

- Project Closure
- 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. 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.
 - Where applicable students will use Microsoft Visio and Microsoft Project software applications

• 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

• Grading Scale

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

Grade	Range %
A	89.7 – 100
B	79.7 – 89.6
C	69.7 – 79.6
D	59.7 – 69.6
F	< 59.7

Attendance Policy

The College is not an attendance taking institution as defined by 34 CFR 668.22(b)(1) in the Code of Federal Regulations; however, students are expected to attend all scheduled classes, on campus and virtual, and laboratories.

- Absences in a course may affect a student's final grade.
- Tardiness may also affect a student's final grade.
- Students are responsible for all work/tests that occur during any missed class session(s) regardless of reason(s) for absence.
- Students who are sick or not well enough to attend class must notify the instructor as soon as possible

before the scheduled class time, unless incapacitated or unable to do so. In that case, students must contact the instructor as soon as reasonably possible.

- If a student has an unavoidable conflict with a scheduled class session, students must notify the instructor, preferably before the class session, or as soon as possible.

For purposes of financial aid continued attendance is determined via engagement in the course. This can be accomplished in several ways including, but not limited to, continued attendance and/or participation in on-ground class sessions, participating in D2L as prompted (e.g., responding to an instructor's email, posting to a discussion board), and/or completing and submitting assignments.)

To the extent that attendance is kept in this class it is not for the purpose of the College but is instead associated with the instructor's individual grading rubric. The attendance policy for this class is **two consecutive weeks of absences (i.e., no participation/lack of engagement in the class)** will result in receiving a failing grade for the semester. Just logging into D2L/NS Online is not participating.

FA

According to NSCC policy, an FA is awarded to students who do not officially withdraw from a course and do not attend after the 10/30/2020 cut-off date provided in the academic calendar. Please refer to the [current academic calendar](#) available on the Nashville State web site, looking for the date that indicates it is the "Last Day to Earn F for Attendance (FA)." Students who stop attending on or before this date receive an FA; students who stop attending after this date receive an F.

For online courses, attendance is defined by submission of assignments before the deadline. Students who fail a course and whose last assignment is submitted on or before the 10/30/2020 FA date will earn an FA for the course. Students who fail a course and whose last assignment is submitted after the FA date will earn an F for the course.

FN

An FN is assigned to students who do not submit any assignments.

Technology Statement

- All classes at the College are web enhanced.
- It will be essential for students to have access to a computer and an internet connection to complete assignments, engage in online discussions, and access various course materials through D2L/NS Online course shells.
- Students may also be required to use free video conferencing platforms (e.g., Zoom, Teams) for classes and meetings.
- Students will be responsible for appropriate dress while on video, to ensure a distraction free environment (mute sound as needed) and to ensure their background is neutral for others to view.
- If you have questions or concerns regarding access to a computer or internet resources, please contact your instructor. Additional information available: <https://www.nsc.edu/current-students/student-online-resources/access-to-internet-and-technology>.
- Certain publisher materials may not work on cellphones.

Computer Labs

Computers are available for student use at each campus during campus open hours. Open computer lab availability for Fall 2020 may vary from campus to campus.

Students should check NSCC's [Student Online Resources webpage](#) for current hours of operation.

D2L/NS Online and myNSCC

It is students' responsibility to check D2L/NS Online course shells for all enrolled courses and myNSCC, including student email, on a regular basis. These are the official communication channels between the college and students, who are responsible for the information communicated through those channels. D2L/NS Online contains specific course information and myNSCC contains information important for other purposes.

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 at (615) 353-3741 or (615) 353-3721, or e-mail accesscenter@nsc.edu. 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.

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 review the [Nashville State Student Code of Conduct policy](#). Please be aware that children are not allowed in class or to be left unattended on campus.

Academic Misconduct

Any form of academic dishonesty, cheating, plagiarizing, or other academic misconduct is prohibited. Students are responsible for understanding and abiding by the [Academic Misconduct Policy](#) in the Nashville State Student Code of Conduct. In addition to other possible disciplinary measures that may be applied 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 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://www.getrave.com/login/nsc> 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.

Student Wellness

- The general well-being of students is an important component of their academic success. With this in mind, Nashville State Community College has several resources available to provide support when needed:
 - Students with general, non-academic questions and concerns about COVID-19 may email virusinfo@nsc.edu.
 - Five free telephone therapy sessions are available via Agape Counseling by calling 615-781-3000.
 - Online tutoring is available via NetTutor within the D2L course shells.
 - A comprehensive list of online student resources may be found at <https://www.nsc.edu/current-students/student-online-resources>
 - A comprehensive list of student support services may be found at <https://www.nsc.edu/current-students/on-campus-resources/student-support-services>

Equity Statement

Nashville State Community College has a relentless commitment to the transformation of our institution through the intentional design of college experiences that expect and promote excellence from students, faculty, staff and administration. We consider equity to be an obligation of higher education. We strive to ensure that each student receives what that student needs to be successful, with goals of success beyond the classroom. We do this through an evidence-based and collaborative effort, understanding that our student population has diverse needs that must be addressed. We recognize that this effort may not always be comfortable and that partnering with students is the driving force to overcome barriers to success.

Inclement Weather & 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 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 all 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 or a News item from your instructor regarding your online assignment requirements. Faculty have discretion over adjusting deadlines or due date for assignments, but students are responsible for completing all assigned work by the due date established by the instructor.

Class Cancellation Policy

If the class is cancelled, the instructor will notify all students by posting in the D2L/NS Online course, e-mailing through D2L/NS Online, and/or by posting a sign on the classroom door. In the event of class cancellation,

students must access D2L/NS Online to complete classwork and the assignment that will be posted in the course D2L site.

Communication Statement

In this time of uncertainty due to COVID-19, communication between student and faculty is key. At times, situations arise for one or both that makes that communication difficult or delayed. This can include but is not limited to health issues and/or problems with technology. If you have attempted to contact your instructor, and have waited the turnaround time as outlined in the syllabus but have not yet received a response, please reach out for additional support using this survey:

<https://forms.gle/rM7rxFarksRFeA3b8>