

TEXARKANA COLLEGE

Syllabus: Project Management
Course Number: ITSC 1315 Section 01
Semester & Year: Fall 2021

Instructor Information

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Course Description

Use of project management software for developing a project plan including timelines, milestones, scheduling, life cycle phases, management frameworks, skills, processes, and tools.

Textbook Information

Microsoft Project 2016 by Microsoft Official Academic Course Edition: 1st
Copyright year: 2017, Publisher: Wiley
Print ISBN: 9781119126355
eText ISBN: 9781119298281

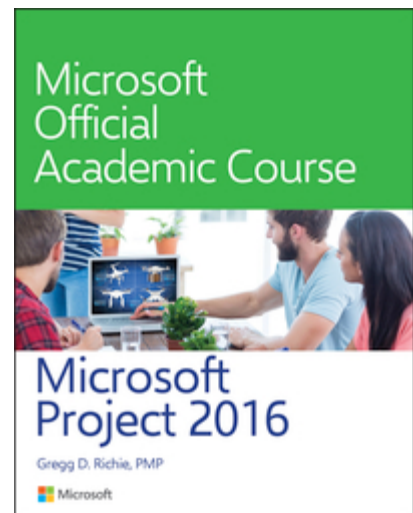
Student Learning Outcomes for the Course

Use project management software to

1. plan and manage a project;
2. organize and evaluate project phases;
3. produce reports and charts;
4. distinguish task relationships; and
5. demonstrate teamwork

These objectives will be measured by completion of:

- Lesson project assignments,
- Tests, and
- Presentations.



Teaching Methods:

- **Lectures:** It is the student's responsibility to read the assigned textbook material before attending class. Be prepared to demonstrate your assignment solutions.
- **Assignments/Participation:** Project assignments must be completed prior to the beginning of class on the date for which they are due. Late homework will not be accepted.
- **Tests:** Tests will be given which cover text material and homework problems. Tests will be closed book/notes. A "make up" test may be given only with prior instructor approval.
- **Presentations:** Presentations are a team effort. Each presentation will cover project management.
- **Quizzes, Unannounced Tests, or Assignments:** An in-class exercise may be given during any class period. The student should be prepared to be tested upon any previous assignments. There is no provision for "make up" of these quizzes, tests, and assignments.

Student Assessment & Grading Scale

Percentage	From	Final Grade	Average
39%	Average of Lab Assignments	A	90 - 100
50%	Average of Tests	B	80 - 89.99
11%	Project Management Presentations	C	70 - 79.99
		D	60 - 69.99
		F	Below 60

Student Requirements for Completion of the Course and Due Dates

For the student’s convenience and ease of access, the table below contains a view of some of the tests and assignments. In order for the student to be able to discern his/her class average grade at any time, a paragraph on how to compute your grade is provided below the table. Grades and attendance are also provided on myTC in the Jenzabar eLearning LMS section for this class.

Tentative Course Outline

These dates and assignments are tentative and subject to change with the instructor’s discretion.

WK	Dates/Grades	Monday/Wednesday
1	Aug 18	Syllabus
2	Aug 23 & 25	Read and work through Lesson 1 Project Basics - pages 1-33. Complete and print the Tailspin Remote Drone 1.mpp file.
		Print and submit Project 1-1 Tailspin Remote Drone Analysis 1.mpp, Project 1-4 Tailspin Drone Revised Links.mpp, and
		Project 1-6 Tailspin Drone Complete WBS.mpp.
3	Aug 30 & Sep 1	Read and work through Lesson 2 Establishing Resources - pages 39-54. Complete and print the Tailspin Remote Drone 2.mpp file.
		Print and submit Project 2-6 Remote Drone Corrected Resources.mpp.
4	Sep 6 & 8 Monday Holiday	Read and work through Lesson 3 Resource and Task Assignments - pages 60-73. Complete and print the Tailspin Remote Drone 3.mpp file.
		Print and submit Project 3-4 Remote Drone Actions Tag.mpp.
		Print and submit Project 3-5 Remote Drone Cost Resources.mpp.
5	Sep 13 & 15	Read and work through Lesson 4 Refining Your Project Schedule - pages 79-99. Complete and print the Tailspin Remote Drone 4.mpp file.
		Print and submit Project 4-4 Remote Drone Constraint.mpp.
		Print and submit Project 4-6 Remote Drone-Brad Sutton.mpp, Remote Drone-Brad Sutton Discussion.docx.
6	Sep 20 & 22	Read and work through Lesson 5 Fine-Tuning Tasks - pages 104-114. Complete and print the Tailspin Remote Drone 5.mpp file.
		Print and submit Project 5-2 Remote Drone Deadlines.mpp.
		Print and submit Project 5-6 Remote Drone Revised Deadlines.mpp.
7	Sep 27 & 29	Test 1
		Read and work through Lesson 6 Fine-Tuning Resources - pages 123-139. Complete and print the Tailspin Remote Drone 6.mpp file.
		Print and submit Project 6-6 Remote Drone Cost Per Use.mpp.

WK	Dates/Grades	Monday/Wednesday
8	Oct 4 & 6	Read and work through Lesson 7 Project Information: Sorting, Grouping, and Filtering - pages 143-155. Complete and print the Tailspin Remote Drone 7.mpp file.
		Print and submit Project 7-1 Remote Drone Standard Rate Sort.mpp.
		Print and submit Project 7-3 Remote Drone Resource Groupings.mpp.
		Print and submit Project 7-5 Remote Drone Management Filter.mpp.
9	Oct 11 & 13	Read and work through Lesson 8 Project Schedule Tracking Formatting-Fundamentals - pages 161-178. Complete and print the Tailspin Remote Drone 8.mpp file.
		Print and submit Project 8-1 Remote Drone Purple Summary.mpp.
		Print and submit Project 8-5 Remote Drone Critical Path.mpp.
10	Oct 18 & 20	Read and work through Lesson 9 Project Schedule Tracking-Fundamentals - pages 183-195. Complete and print the Tailspin Remote Drone 9.mpp, Tailspin Remote Drone 9A.mpp, and Tailspin Remote Drone 9B.mpp files.
		Print and submit Project 9-4 Remote Drone Overbudget.mpp.
		Print and submit Project 9-6 Remote Drone On Schedule.mpp.
11	Oct 25 & 27	Read and work through Lesson 10 Project Reporting Complete - pages 199-215. Complete and print the Tailspin Remote Drone 10.mpp file.
		Print and submit Project 10-1 Remote Drone Dashboard Report.mpp.
		Print and submit Project 10-5 Remote Drone Cost Report.docx and Remote Drone Cost Report.mpp files.
12	Nov 1 & 3	Test 2
		Read and work through Lesson 11 Advanced Project Schedule Tracking - pages 223-233. Complete and print the Tailspin Remote Drone 11A.mpp and Tailspin Remote Drone 11B.mpp files.
		Print and submit Project 11-4 Remote Drone Earned Value.mpp.
		Print and submit Project 11-6 Remote Drone Adjusted.mpp.
13	Nov 8 & 10	Read and work through Lesson 12 Integrating Microsoft with Other Programs - pages 239-250. Complete and print the Tailspin Remote Drone 12.mpp, Tailspin Remote Drone 12 image.docx, Project Management Summary Task.pptx, and Remote Drone Task Costs.xlsx files.
		Print and submit Project 12-1 Remote Drone Report for GIF.docx Remote Drone Report for GIF.mpp.
		Print and submit Project 12-3 Remote Drone Video Costs to Date.mpp, Remote Drone Video Costs to Date.xlsx, and Remote Drone Actual Costs.mpp.
		Print and submit Project 12-4 Remote Drone Production and Marketing.docx and Remote Drone Production and Marketing Outline.mpp.
		Read and work through Lesson 13 Project Schedule Optimization - pages 255-268. Complete and print the Tailspin Remote Drone 13.mpp and Tailspin Remote Drone 13A.mpp files.
14	Nov 15 & 17	Print and submit Project 13-4 Remote Drone Contour.mpp.
		Read and work through Lesson 14 Advanced Project Schedule Formatting - pages 274-284. Complete and print the Tailspin Remote Drone 14.mpp file.

WK	Dates/Grades	Monday/Wednesday
		Print and submit Project 14-2 Remote Drone Formatted Network Diagram.mpp.
15	Nov 22-26	Thanksgiving Holiday
16	Nov 29 & Dec 1	Read and work through Lesson 15 Managing Multiple Projects - pages 289-295. Complete and print the Tailspin Remote Drone 15.mpp, Tailspin World of Games App 15.mpp, and Consolidated Project 15.mpp files.
		Print and submit Project 15-1 Remote Drone Consolidated.mpp, Mega Truck Consolidated.mpp, Tailspin Toys Consolidated.mpp.
		Print and submit Project 15-2 Tailspin Toys Consolidated 2.mpp.
		Print and submit Project 15-3 Motorized Mega Truck Consolidated.mpp.
		Print and submit Project 15-4 Remote Drone Dependency.mpp, Mega Truck Dependency.mpp, and Tailspin Toys Dependency.mpp.
17	Dec 6	Test 3
	Dec 13	Presentations - Monday Final, 11-1:30 am

Add the grades of all Project Assignments/Quizzes, then take that total and divide by the number of assignments/quizzes to obtain the Average: _____.

Compute Project Assignment Score by multiplying the average by 39% _____

Add all test grades, take that total and divide by 3 to obtain the Average: _____.

Compute Test Score by multiplying the average by 50% _____

Compute Presentation Score _____ by multiplying the grade by 11% _____

Add these 3 scores and your course grade is _____

Username and Passwords

Use your TC Username and Password to access TC computers (ie...b.jones5555).

Your myTC login and email is your TC username followed by @texarkanacollege.edu (ie...b.jones5555@texarkanacollege.edu).

When logged on to TC's network on campus, you will have a My Documents folder to store your files if needed. An INBOX in your My Documents will have auto-created folders for each of your classes and instructors. Those folders may be used by the instructors to deliver content.

Absentee Policy

Your punctual attendance and your participation are required for successful completion of the course. You may be dropped from the course without notice after a total of two weeks of class absences (3 times tardy counts as one absence). Only currently enrolled students are allowed to attend classes and labs. Any student who officially withdraws from the course before the drop date and before the instructor has dropped the student from the course will receive a grade of "W" unless instructor drops the student with an "F" for cheating.

Any student that just stops coming to class and chooses to make an F, the last date they attended will be listed on the final grade sheet and they will most likely have to pay back money received from grants or scholarships.

Texarkana College’s absentee policy allows instructors to withdraw a student from a course due to excessive absences. If a student leaves and returns during class or leaves the class before the class is over, he/she **may** be considered absent. Three tardies constitute one absence. It is the student’s responsibility to check the syllabus for each instructor’s tardy policy.

In some workforce/vocational areas, such as nursing and cosmetology, certification requirements necessitate an absentee policy that is more stringent than the institutional policy. In these instances, the matter of certification takes precedence over local policies, since certification policies are established by the State of Texas.

Faculty members **are not** obligated to provide opportunities for students to make-up missed assignments and exams as a result of a student’s absence from class. The institution is not required to take attendance with the exception of workforce/vocational areas, where certification requirements require taking attendance. However, experience demonstrates that regular attendance enhances academic success. As such, students are expected to attend each meeting of their registered courses.

A student should not stop attending a class without formally withdrawing from the course by the institutions published Last Day for Students to Drop. If a student stops attending class after the published Last Day for Students to Drop, the student **may** receive a grade of “F” in the class. The instructor will submit the last date of attendance for students receiving a grade of “F” or “W”.

Withdrawal from a course(s) may affect a student’s current or future financial aid eligibility. Students should consult the Financial Aid Office to learn both short and long term consequences of a withdrawal.

Maximum Allowable Absences

After official registration, the following number of unexcused absences will be the maximum allowable before a student **may** be dropped from the class. Mandated program certification requirements detailed for certain programs regarding the maximum allowable unexcused absences takes precedence over the following information. Three tardies count as one absence.

A course that meets for the full 16 week semester	
<i>Class or lab meets.....An instructor may withdraw student from course if absences exceed</i>	
Once a week (night or Friday classes)	2 absences
Twice a week (MW or TR classes).....	4 absences
Three times a week (MWF or TRF classes)	6 absences
Four times a week (MTWR classes).....	8 absences

Excused Absences

A student’s absence due to school trips and/or school business will not be counted against a student’s allowable number of absences. Military duty and absences for Holy Days (FBD LEGAL) are covered in a separate section of the catalog and the student handbook. These are the only excused absences that are considered by Texarkana College. Responsibility for work missed for any absence is placed on the student. Instructors are required to allow students to make up work missed if the absence is due to military duty* or religious holy days when students follow the correct notification procedures. Instructors are not required to allow students to make up work for absences due to other reasons. Make-up policies are listed in each individual instructor’s syllabus.

**Students interested in Health Occupations should check with the division chair prior to entering the program.*

Make-up Policy

The student is responsible for work missed because of illness, school business, religious holidays, military service or other circumstances and must make arrangements with their instructor prior to their absences. No incomplete grades will be given for failure to attend and participate. If you must quit, you should initiate an official withdrawal in the Admissions Office prior to the last date to drop courses: **Friday, November 19, 2021.**

Class Assignments must be turned in on time. Tests must be made up within 1 week of the scheduled time the class takes the test or by a date set by your instructor provided that the required notification is given to the instructor.

Academic Integrity Statement

Scholastic dishonesty, involving but not limited to cheating on an exam, plagiarism, collusion, or falsification of records will make the student liable for disciplinary action after being investigated by the Dean of Students. Proven violations of this nature will result in the student being dropped from the class with an “F”.

This policy applies campus wide, including TC Testing Center, as well as off-campus classroom or lab sites, including dual credit campuses.

Cheating will not be tolerated. The instructor will drop any student involved in cheating from the course with a grade of “F.” All assignments must represent the student’s own work. A student may discuss assignments with other students to gain a better understanding of the problem. However, copying assignments, in whole or in part, from ANY source, without explicit instructor direction, is considered plagiarism and will result in a failing grade for the course and possible college disciplinary action.

Classroom Rules of Conduct

You are to be respectful of your instructor and fellow classmates at all times.

As a courtesy, please do not talk, type, or print while the instructor is talking to the class or when a student is asking a question which pertains to the class.

Students should make arrangements with the instructor in advance if they need to leave class before dismissal. There will be a zero tolerance policy for any behavior that is disruptive of classroom learning. This includes ANY use of vulgar language or rude behavior toward instructor or any other student in the class.

- You are to refrain from “surfing” the Web or accessing any social network sites during class, unless directed by your instructor.
- You are to turn off cell phones, pagers, and any type of audio players.
- You are to remove headphones or ear buds.
- You are encouraged to work together to solve problems; however, you must complete your own work. **Cheating will result in an F for all involved** in the act even if the person is in another class or previous semester.

Additional Classroom Policies

Students are not allowed to bring food or drinks into the classroom, lab, or the Testing Center. The cost of damage to computer equipment, carpet, and furniture can be significant due to a minor mishap. Students are not allowed to bring a cellular phone, pager, or other wireless communication device for use in a classroom or lab without prior written approval from the instructor.

The viewing of pornography is prohibited and will result in being dropped from class with the grade of "F", and the Dean of Students will take disciplinary action. The use of student e-mail for obscene or pornographic purposes is prohibited. Any form of harassment will result in dismissal from class with the grade of "F", and the Dean of Students will take disciplinary action. The Computer Lab is under camera surveillance.

Classroom Cell Phone Policy:

Students should turn cell phones off or at least put them on silent. **Do not conduct phone calls or text in class.** It can wait. If you must take a call or text, quietly leave the room and return when finished but not during a quiz or exam. Emergency calls for you should go through campus police department at 903-798-3330.

Disability Act Statement:

Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact Tonja Blaise at 903-823-3349 or go by the Department of Disabilities Services located in the Palmer Memorial Library for personal assistance.

If you have an accommodation letter from their office indicating that you have a disability which requires academic accommodations, please present it to me so we can discuss the accommodations that you might need for this class. *It is best to request these changes at the beginning if not before the start of class* so there is ample time to make the accommodations.

Basic Needs Security Statement

Any student who has difficulty affording groceries or accessing enough food to eat every day, or who lacks a safe and stable place to live and believes this may affect their performance in this course or ability to remain in school, is urged to contact Tonja Blase, Director of Student Retention, at 903.823.3349 for support. Furthermore, please notify the professor if you are comfortable in doing so.

Complaint Process

The complaint process can be found on the Texarkana College website.

Technical Assistance

Help Desk link from TC's main webpage: <https://www.texarkanacollege.edu/helpdesk>

Phone: 903-823-3030

Email: helpdesk@texarkanacollege.edu

Financial Aid:

Attention! Dropping this class may affect your funding in a negative way! You could owe money to the college and/or federal government. Please check with the Financial Aid office before making a decision.

Alternate Operations during Campus Closure

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, Texarkana College may need to move to altered operations and course delivery methods. During this time, Texarkana College may opt to continue delivery of instruction through methods that include, but are not limited to: online learning management system (Jenzabar or Moodle), online conferencing through TEAMS, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor Texarkana College's website (www.texarkanacollege.edu) for instructions about continuing courses remotely, instructor email notifications on the method of delivery and course-specific communication, and Texarkana College email notifications for important general information.

COVID-19 Online/Virtual Environment Instructional Commitment

The ongoing Covid-19 situation will require that some course materials and instruction are provided through an online and/or virtual format. Even if all or a portion of a class was originally scheduled to meet face to face, social distancing guidelines associated with Covid-19 will limit the number of students who are able to attend face to face classes in person simultaneously. Further, circumstances associated with Covid-19 could cause the college to be forced to shift completely to an online and/or virtual delivery at any time during the semester. While TC faculty members are committed to providing students the option of face to face instruction if possible, students should be prepared to continue their classes in an online and/or virtual environment if necessary. Texarkana College is committed to maintaining engaging, high quality instruction regardless of the delivery format.

Computer Requirement Policy:

Students are required to have a computer with Internet access for classes. The computer must be an actual computer – smart phones, iPads, Androids, Chromebooks, etc., are not acceptable substitutes because they lack software compatibility necessary to complete all assignments and tests. Financial costs for the necessary equipment and internet access are the responsibility of the student.

Students needing to purchase a computer may do so through the Texarkana College Bookstore. Systems purchased through the bookstore meet or exceed all requirements, are competitively priced, and may be purchased using financial aid funds. If the system is purchased through another source, it is the student's responsibility to ensure the system meets all requirements.

Computer Systems Requirements:

- Webcam, microphone, and speakers or headphones
- Windows 10 or a recent version of Mac OS (minimum Sierra). Windows 10 S mode is not supported
- Hardware capable of running Microsoft Teams (free download) and supports multi-media playback
- Support for Chrome or Microsoft Edge – Note: Firefox, Safari, or other browsers may not work on all TC applications
- Able to run Microsoft Office which will be provided free to TC students
- Adobe Reader or another PDF viewer
- Antivirus software such as Windows Defender or another 3rd party anti-virus solution
- The Respondus Lockdown browser is used for taking tests; therefore, the system must be capable of running this software. Most newer systems that meet other specifications should work.

Students should regularly backup content to prevent loss of coursework due to hardware failure. Backup copies of documents and other coursework may be placed on OneDrive cloud storage. OneDrive is included free of charge for all TC students.

A list of Internet service providers can be found on the TC website at:

<https://www.texarkanacollege.edu/coronavirus/>.