

**EDMONDS COMMUNITY COLLEGE
MANAGEMENT 165 – MS PROJECT
SYLLABUS
ONLINE
WINTER 2012**

COURSE INFORMATION

Winter 2012

MGMT 165 – MS Project (7143) 3 credits

Location: Online

INSTRUCTOR INFORMATION

Instructor: Carl Adams, MBA

email: carl.adams@edcc.edu

TEXTBOOK

MS PROJECT 2010: STEP BY STEP by Carl Chatfield & Timothy Johnson

Microsoft Press

<http://bookstore.edcc.edu/>

WEB ACCESS

Access to a computer and the internet are required for this course. Assignments and projects will require you to be on the web on a regular basis. Be sure that you schedule time to use the computer lab and/or have access at home.

Computer expectations

Access to a computer and internet connection is required for this course. If access to a computer is unavailable, you are expected to use the computers in one of the EdCC computer labs that have the needed programs installed. Access to EdCC's Distance Learning site is required.

- Instructions for access to Blackboard may be located online at the following address:
http://online.edcc.edu/study/Bb_login.html
- Toll-free technical support (24/7 service) at <http://blackboard.edcc.edu> (Click on the HELP button located on the top of the page)

COURSE DESCRIPTION

Covers project organizing, scheduling, managing and reporting using Microsoft Project. Generate Gantt/PERT charts, resource sheets and calendars; manage resources, tasks, and budgeting; customize and print reports for use in project management.

COURSE OBJECTIVES - OUTCOMES

Upon successful completion of this course, a student will be able to:

- Apply project management concepts using MS Project 2010.

- Use MS Project 2010 to screen elements and work with different views and tables such as PERT/Gantt chart views.
- Create project files and calendars, set project's start date, and format a project file.
- Create, edit and modify tasks, such as creating task dependencies and constraints, adding lead-time between tasks and
- Assigning durations and resources to tasks.
- Export data to an Excel spreadsheet and Access database, save the project file as an HTML document, add hyperlinks to the project file, and set up the Web or email as the workgroup messaging method.
- Develop reports to describe status of project and resource usage.
- Work in groups to develop effective project team leadership.
- Effectively organize, schedule, manage and report projects.

CERTIFICATE OUTCOMES

This course is part of a certificate or a degree. Outcomes for Edmonds Community College degrees and certificates can be found in the online college catalog (<http://catalog.edcc.edu>) at the bottom of each degree or certificate. To find specific outcomes, click on the Degrees and Certificates link and select a program from the list.

COURSE POLICIES

Attendance: This is a three -credit class. "Attendance" is not kept in an on-line course; however work must be turned in on time, and all work and discussion expectations completed.

Academic Integrity: All forms of education assume a high level of trust between the instructor and students. You will be expected to communicate with class members and the instructor in a professional and respectful manner. I trust that all work is the product of your own efforts and that if you are referencing outside sources, you site those sources in your work. Assignments that are plagiarized will count for zero points.

Accommodation for disability: If you require an accommodation for a disability, please contact Services for Students with Disabilities at MLT 159, 425.640.1320, ssdmail@edcc.edu

GRADING

| Activity / Deliverable | Points / % of Total Grade |
|---|---------------------------|
| 18 Chapter Practice Exercises @ 4 points each | 72 |
| Individual Project Plan | 8 |
| Mid-Term Exam | 10 |
| Final Exam | 10 |
| Total | 100 |

Grading Scale:

| <u>Decimal Grade</u> | <u>%</u> | <u>Decimal Grade</u> | <u>%</u> | <u>Decimal Grade</u> | <u>%</u> |
|----------------------|----------|----------------------|----------|----------------------|-----------|
| 4.0 | 97-100 | 2.9 | 84 | 1.8 | 73 |
| 3.9 | 95-96 | 2.8 | 83 | 1.7 | 72 |
| 3.8 | 93-94 | 2.7 | 82 | 1.6 | 71 |
| 3.7 | 92 | 2.6 | 81 | 1.5 | 70 |
| 3.6 | 91 | 2.5 | 80 | 1.4 | 67-69 |
| 3.5 | 90 | 2.4 | 79 | 1.3 | 66 |
| 3.4 | 89 | 2.3 | 78 | 1.2 | 65 |
| 3.3 | 88 | 2.2 | 77 | 1.1 | 64 |
| 3.2 | 87 | 2.1 | 76 | 1.0 | 63 |
| 3.1 | 86 | 2.0 | 75 | 0.9 | 62 |
| 3.0 | 85 | 1.9 | 74 | 0.8 | 61 |
| | | | | 0.7 | 60 |
| | | | | 0.6-0.0 | No Credit |

Chapter Practice Exercise Description

Each chapter of the text includes practice exercises that serve to walk the student through the material. The initial files are available as Web downloads – downloading instructions are located on the course Blackboard site. These files are also available on the course Blackboard site. The completed files constitute weekly gradable deliverables.

Individual Project Plan Description

Each student will use MS Project to prepare a plan for a project of their own choosing. Your instructor will provide details.

Mid-term and Final Exams

Your instructor will provide details on these exams.

COURSE SCHEDULE

The course schedule is attached below, and is also available on the course Blackboard site.

ADDITIONAL INFORMATION FOR STUDENTS

- Academic Calendar: <http://calendar.edcc.edu/academic.php>
- Advising: www.edcc.edu/advising
- College Policies and Procedures: <http://catalog.edcc.edu>
- Counseling and Resource Center: www.edcc.edu/counseling

- Distance Learning Office: www.edcc.edu/online
- Diversity Student Center: www.edcc.edu/dsc
- Learning Support Center: www.edcc.edu/lsc/Tutoring_Center.php
- Library, including online resources: www.edcc.edu/library
- Office of Student Life: www.edcc.edu/stulife
- Student Printing Guidelines: www.edcc.edu/acs/Printing
- Student Services: www.edcc.edu/students

Please feel free to contact me with any questions.
carl.adams@edcc.edu

MGMT 165 - MS PROJECT (2010)

OL Course Schedule (7143)

Winter 2012

*NOTE: THIS IS AN 11-WEEK ONLINE COURSE
EACH WEEK BEGINS MONDAY AM – RUNS THROUGH SUNDAY PM*

| Week | ACTIVITIES | DELIVERABLES |
|--|--|--|
| <p>1 Jan 3rd – 8th</p> | <p><u>Introduction to MGMT 165</u></p> <ul style="list-style-type: none"> • Review the Syllabus and Schedule • Review the text • Download MS Project 2010 software (trial version or full version) • Download the text practice exercises • Introduce yourself on the Discussion Board | <p>Discussion Board Introduction</p> |
| <p>2 Jan 9th – 15th</p> | <p><u>Chapter 1</u></p> <ul style="list-style-type: none"> • Study 'Step by Step' text Chapter 1 <ul style="list-style-type: none"> ○ Getting Started • Scan the entire text • Begin thinking about your Individual Project | <p>Chapter 1 Practice Exercise</p> |
| <p>3 Jan 16th – 22nd</p> | <p><u>Chapters 2 & 3</u></p> <ul style="list-style-type: none"> • Study 'Step by Step' text Chapters 2 & 3 <ul style="list-style-type: none"> ○ Creating a Task List ○ Setting Up Resources | <p>Chapters 2 & 3 Practice Exercises</p> |
| <p>4 Jan 23rd – 29th</p> | <p><u>Chapters 4 & 5</u></p> <ul style="list-style-type: none"> • Study 'Step by Step' text Chapters 4 & 5 <ul style="list-style-type: none"> ○ Assigning Resources to Tasks ○ Formatting & Sharing your Plan | <p>Chapters 4 & 5 Practice Exercises</p> |
| <p>5 Jan 30th – Feb 5th</p> | <p><u>Chapters 6 & 7</u></p> <ul style="list-style-type: none"> • Study 'Step by Step' text Chapters 6 & 7 <ul style="list-style-type: none"> ○ Tracking Progress on Tasks ○ Fine-Tuning Task Detail | <p>Chapters 6 & 7 Practice Exercises</p> |
| <p>6 Feb 6th – 12th</p> | <p><u>Chapters 8 & 9</u></p> <ul style="list-style-type: none"> • Study 'Step by Step' text Chapters 8 & 9 <ul style="list-style-type: none"> ○ Fine-Tuning Resource Details ○ Fine-Tuning Assignment Details <p>Mid-Term Exam Week</p> | <p>Chapters 8 & 9 Practice Exercises</p> <p>Mid-term Exam</p> |
| <p>7 Feb 13th – 19th</p> | <p><u>Chapters 10 & 11</u></p> <ul style="list-style-type: none"> • Study 'Step by Step' text Chapters 14 – 16 <ul style="list-style-type: none"> ○ Fine-Tuning the Project Plan ○ Organizing Project Details | <p>Chapters 10 & 11 Practice Exercises</p> |

| | | |
|--|---|---|
| <p>8 Feb 20th – 26th</p> | <p style="text-align: center;"><u>Chapters 12 & 13</u></p> <ul style="list-style-type: none"> • Study 'Step by Step' text Chapters 12 & 13 <ul style="list-style-type: none"> ○ Tracking Progress on Tasks & Assignments ○ Viewing and Reporting Project Status | <p>Chapters 12 & 13 Practice Exercises</p> |
| <p>9 Feb 27th – Mar 4th</p> | <p style="text-align: center;"><u>Chapters 14 & 15</u></p> <ul style="list-style-type: none"> • Study 'Step by Step' text Chapters 14 & 15 <ul style="list-style-type: none"> ○ Getting Your Project Back on Track ○ Applying Advanced Formatting and Printing | <p>Chapters 14 & 15 Practice Exercises</p> |
| <p>10 Mar 5th – 11th</p> | <p style="text-align: center;"><u>Chapters 16, 17 & 18</u></p> <ul style="list-style-type: none"> • Study 'Step by Step' text Chapters 16 & 17 <ul style="list-style-type: none"> ○ Customizing Project ○ Sharing Project Information with Other Programs ○ Consolidating Projects and Resources • Complete the Individual Project | <p>Chapters 16 - 18 Practice Exercises</p> <p style="text-align: center;">Individual Project</p> |
| <p>11 Mar 12th – 18th</p> | <p style="text-align: center;">Final Exam Week</p> | <p style="text-align: center;">Final Exam</p> |