

Texas A&M University-Texarkana

Course Syllabus

Project Management - MIS308.01W

Instructor Charles L. McDonald, Jr., Ph.D.

Office Location Room UC321L

Office Hours See [professor's homepage](#). Outside of in-office hours, I will reply to emails within a reasonable time not to exceed 24 hours during the normal workweek.

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Required Computer Skills Use of a personal computer is extensive in this course. Students will be expected to possess the following computer skills to successfully perform course related tasks throughout the semester.

- Moderate proficiency in using Mozilla's Firefox or Google's Chrome browser to access course webpages and selected sites to access course related content and to take online quizzes
- Moderate proficiency Using Ace Mail in sending and receiving e-mail with file attachments
- Moderate proficiency in using the Blackboard shell
- Moderate proficiency in using Microsoft Word to develop a research paper

Course Delivery Method This course is being offered in a Web-based format to better serve those students with nontraditional schedules by providing a means to complete course requirements without classroom attendance. Historically, it has proven to be an important alternative for many students that desire additional education but are entrenched in the workforce or family issues and could not attend classes offered in traditional formats.

Course Description This course offers a study of the practices and methods used in managing projects. Project elements such as scheduling, organizing, and implementation, control, and assessment will be addressed. The course focuses on using project management techniques appropriate for information systems projects.

Required Textbook Project Management – The Managerial Process 7e
Authors: Larson & Gray
ISBN: 978-1-259-92446-0
Copyright Year: 2018
Publisher: McGraw-Hill Higher Education

Course Objectives This course is designed to give the student an understanding of project management in the context of information systems development. Upon completing the course, the successful student should be able to

- Understand the four major phases of project management including
 - Project adoption

- Planning
- Scheduling
- Implementation
- Realize the importance of project management in the information systems environment
- Explain the reasons for project success and failure that are directly related to project management
- Understand how to evaluate projects after implementation

Methods of Evaluation Student's learning will be assessed by quiz scores and an 800-word project management related research paper. Course content will be addressed through chapters' content and cases, instructor's notes, PowerPoint slides, graded quizzes, and the development of a research paper.

Course Outline The course calendar depicts the course's topics and timelines.

A&M-Texarkana Email Address Upon application to Texas A&M University-Texarkana an individual will be assigned an A&M-Texarkana email account. This email account (Ace Mail) will be used to deliver official university correspondence. Each individual is responsible for information sent and received via the university email account and is expected to check the official A&M-Texarkana email account on a frequent and consistent basis. Faculty and students are required to utilize the university email account when communicating about coursework.

Quizzes This course offers 15 quizzes that are scheduled, timed, and graded via Blackboard. The content for each quiz will be derived from a chapters' notes, selected plug-ins, and slides. Each quiz offers 20 questions.

- Each quiz will be offered in a one take, multiple-choice and true/false format.
- Students are allowed 25 minutes to complete each quiz.
- Students may see scores immediately after taking a quiz, but for security concerns, reviews are limited to office visits.
- Click the *Syllabus and Calendar* button and the *Calendar* link to view the quiz schedule.
- Quizzes that are not taken prior to their respective deadline will be graded as a zero (0).
- A 10-question practice quiz is provided with unlimited takes. Each take is recorded but the score is not used in grading. The practice quiz allows students to experience the testing environment and to verify Blackboard's testing operation before taking a quiz for credit.

Procrastination can be costly. Students that take quizzes near deadlines risk receiving a zero (0) grade as last-minute computer problems, Internet connectivity, or personal issues are not acceptable excuses. As some conditions are unavoidable, the lowest quiz grade will be dropped prior to calculating grades.

Links to the publisher's practice quizzes for each chapter are provided to enforce the understanding of content. Please, do not email the results of

these quizzes to your professor, as they are not used in grading.

Research Paper There is one 800-word research paper to be developed in this course. Click the *Research Paper* button for more information.

Grading Scale The course grade is derived from:

| | |
|--------------------------|-----|
| The average quiz score | 90% |
| The research paper score | 10% |

A: 90 – 100
B: 80 – 89.9
C: 70 – 79.9
D: 60 – 69.9
F: Less than 60

Disability Accommodations Students with disabilities may request reasonable accommodations through the A&M-Texarkana Disability Services Office by calling 903-223-3062.

Student Participation Students are expected to monitor the announcements on the course's website and adhere to the deadlines for submissions listed in the class calendar.

Course Etiquette In this course, students are expected to be friendly, positive, and self-reflective when communicating with other students, staff, and professors. Remember that feelings can be hurt if you are not careful in how you express yourself. If you feel a critique is necessary; say it in a positive tone. Reread what you have written to be sure it is positive before sending an email.

Class Participation Students are responsible for beginning their participation on the FIRST CLASS DAY by logging on and completing assignments according to the COURSE CALENDAR. Failure to submit online assignments between the first day of classes and the University census date (according to the University schedule) will result in an ADMINISTRATIVE DROP from the course.

Students with federal loans and/or grants Students who have federal loans and grants must be aware that participation is monitored in online courses. In the event a student withdraws from a course the student will be required to refund all federal funds prorated from the last date of participation. A student's last access to Blackboard would not suffice as participation. The required weekly activity could include a comment to a blog, a discussion board posting, a journal entry, a quiz or exam, a submitted assignment, or other measurable and tracked activity.

Academic Integrity Academic honesty is expected of students enrolled in this course. Cheating on examinations, unauthorized collaboration, falsification of research data, plagiarism, and undocumented use of materials from any source constitute academic dishonesty and may be grounds for a grade of 'F' in the course and/or disciplinary actions. For additional information, see the university

catalog.

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Drop Policy To drop this course after the census date, a student must complete a Drop/Withdrawal Request Form, located on the University Registrar's webpage or obtained in the Registrar's Office. The student must submit the signed and completed form to the instructor of each course indicated on the form to be dropped for his/her signature. The signature is not an "approval" to drop, but rather confirmation that the student has discussed the drop/withdrawal with the faculty member. The form must be submitted to the Registrar's office for processing in person, email Registrar@tamut.edu, mail (7101 University Ave., Texarkana, TX 75503) or fax (903-223-3140). Drop/withdraw forms missing any of the required information will not be accepted by the Registrar's Office for processing. It is the student's responsibility to ensure that the form is completed properly before submission. If a student stops participating in class (attending and submitting assignments) but does not complete and submit the drop/withdrawal form, a final grade based on work completed as outlined in the syllabus will be assigned.

Student Technical Assistance Solutions to common problems and FAQ's for your web-enhanced and online courses are found on the [Online Student Training](#) page on our website.
If you cannot find your resolution there, you can submit a support request by contacting the IT Service Desk:
Email: isite@tamut.edu
Phone: 903-334-6603
Submit a [Support Request](#)
Additional student help for Blackboard can be found here:
[Blackboard Help for Students](#)

Technical Requirements:

The following are the minimum computer requirements for online learning:
A computer capable of handling streaming video. A mid-range multi-core CPU should be adequate.

A sound card.

A high speed internet connection preferably directly connected to the computer via a hard-wired Ethernet connection rather than wirelessly connected.

Virus and adware protection software.

Microsoft Word, minimum version 2007 or above.

[Mozilla Firefox](#) browser available free.

The most recent versions of Java, Flash, QuickTime, Adobe Reader, and Shockwave. You can check this in the Firefox browser by visiting:

[Firefox Plugin Check Tool](#)

Please note: some instructors may require the use of a headset with microphone and/or a webcam. If so, the cost of these items is not included in your course fees and will need to be acquired at your own expense.

Blackboard Mobile for iOS and Android Devices

Android and iOS devices are currently supported using the Blackboard Mobile App, available for free from your App Store or scan the code below:



The Blackboard Mobile App provides limited access to courses, including the ability to read and contribute to discussions, check grades and announcements, access content, read and comment on blogs, reflect in journals, link to your personal Dropbox, and receive push notifications when courses are updated. Limited course features may also be available via your mobile device's browser; however, your mobile device does not replace your personal computer and should not be used as a substitute for one. High stakes assignments, tests, etc. should be completed on your personal computer, and not on your mobile device.

Student Learning Outcomes At the completion of your degree our BBA graduates should be proficient in the following areas:

Learning Goal 1: Our graduates will be competent in the broad business disciplines that underlie the BBA degree.

Learning Goal 2: Critical Thinking/Problem Solving: Upon completion of their degree program, students will be able to demonstrate critical thinking.

Learning Goal 3: Communication: Upon completion of their degree program, students will be able to express ideas clearly and coherently.

Learning Goal 4: Ethical Dilemmas in a Global Environment: Upon completion of their degree program, students will be able to identify and assess ethical issues in a global environment.