

## COURSE WELCOME

Fall 2018 section 24334

Welcome to Glendale Community College's "Project Management: Microsoft Project for Windows" (CIS224) class. Mr. Greg Binder has been a faculty member of nine colleges, include two community colleges, over the past 43 years. He recently retired from the City of Phoenix (34+ years) as a Project Manager in the Information Technology Services Department. He holds a Bachelors Degree from the United States Military Academy (West Point) and a Master's Degree (Computer Science) from the University of Arizona. Mr. Binder can be contacted outside of class with any aspects of the class and/or assignments:

Greg Binder  
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Please note: Please NO food or drink in the classroom or lab. Cell phones should be on vibrate. Three violations will result in your withdrawal from the class.

Below is information on two courses that might be of particular interest in promoting your academic success. Please see the Fall Schedule (page 39) or contact Susan High for additional information about these or other CPD courses.

CPD150 – Strategies for College Success (3 credits; transfers as elective)  
CPD150AB – Study Skills (1 credit)

Students who take these classes will gain skills in

- Time management
- Note-taking
- Test-taking
- General study skills
- Educational and career planning
- Utilizing student support services.

## PROJECT MANAGEMENT: MICROSOFT PROJECT (2013) FOR WINDOWS (CIS 224)

### COURSE DESCRIPTION:

Introduction to project management concepts while working with MS Project to solve complex project management networks, including creating Gantt and PERT charts, tracking project progress, planning for restrictions, and integrating MS Project with other software packages such as Excel, Word, and PowerPoint.

Course credit hours: 3 semester hours.

Begin / End Dates: 8/21/2018 – 12/14/2018

Begin / End Times: 1:00 p.m. – 2:40 p.m.

Course Location: GCC Main Campus

Room: B107

#### COURSE OBJECTIVES:

1. Explain project management techniques and describe their usefulness. (I)
2. Demonstrate the creation of a network project using MS Project for Windows (II)
3. Plan a detailed project, including subtasks and milestones (III)
4. Create custom calendars and assign resources to tasks (IV)
5. Use online help functions (V)
6. Filter project data and create appropriate views and reports of such data (VI)
7. Plan for restrictions, including adding lag time and lead time and resolving resource conflicts (VII)
8. Apply task constraints and create custom views in various windows. (VIII)
9. Finalize the project schedule and track and adjust the project's progress (IX)
10. Integrate MS Project with Excel and other MS office applications, such as MS Word, Access and PowerPoint (X)
11. Create appropriate written and/or oral reports detailing results obtained (XI)
12. Create a project in a student team, consistent with existing TQM practices (XII) OR describe the creation of projects by a team, consistent with existing TQM practices (XII)

#### TEXTBOOKS

Wiley E-Text

Microsoft Project 2013; ISBN : 978-1-118-73495-7; [October 2013](#), ©2014

Paperback

Microsoft Project 2013; ISBN : 978-0-470-13312-5; [October 2013](#), ©2014

#### ONLINE MATERIAL/RESOURCES: None

It is highly recommended all students get a flash drive for the storage of data files and homework for this course.

#### ATTENDANCE POLICY:

Though we may have occasional discussions of Project Management terms and concepts, the majority of our time will consist of working through the lab material in the book. Attendance will not be used for evaluating performance or to be withdrawn from the course. **Withdrawal will only occur once you fail to turn in two assignments based on their due dates.** If you need additional time for a lab, contact the instructor by email prior to the due date and identify the date by which you will turn in the lab. Be sure to obtain a reply which reflects approval of the change.

#### GRADING POLICY:

NOTE: The percent value of the labs and tests are approximate and may change at the discretion of the instructor. Six concept exams, six lab assignments (consisting of 12 Mastery Assessments), one comprehensive final, and a final project will be used to determine your grade.

The six concept exams and comprehensive final are approximately 50% of your course grade.

All makeup exams will be on the final exam day unless arranged prior to the initial exam with the instructor or a VALID medical excuse. Wellness Doctor Appointments, dental appointments, etc. must be scheduled outside of your regular class time.

The lab assignments (labeled "Mastery Assessment" in the textbook) are roughly 30% of your course grade, and the final project is about 20%. Each lab assignment consists of two Mastery Assessments and is due every other week, starting on the third week. Lab assignment ("Mastery Assessment") files must be submitted in Canvas to be graded.

Lab assignments will NOT be accepted later than the second day of classes following the due date. You may work ahead and complete the work early (get going on them right away!).

Email me once they are completed and provide your GCC username in the email. Discrepancies with recorded grades on Canvas must be identified within two weeks of the assignment deadline. The following final grades will be issued based on the percentage of total points earned throughout the course. (Note: The weight for the concepts exams, labs, etc. may vary.)

A = 90 – 100%

B = 80 – 89+%

C = 70 – 79+%

D = 60 – 69+%

F = below 60%

After completing the final project, you must review your final grade in Canvas and raise any issue related to the grades prior to the final exam day.

#### Final Project

Scope: The Final Project scope will be provided by Week 8 of the current course.

#### Academic Misconduct

Any indication of misconduct (as defined in the General Catalog & Student Handbook found at <https://chancellor.maricopa.edu/public-stewardship/governance/administrative-regulations/2-students/2.3-scholastic-standards#academic> ) which includes, but is not limited to, copying of work between students, will result in one full letter grade for the course except for the originator of shared work. The originator of any duplicated work will receive a penalty of TWO full letter grades (an A will become a C). The originator of the file will be presumed to have willfully distributed it to all others unless he/she can prove otherwise. DO NOT SHARE YOUR HARD WORK; STORE IT SECURELY (on drives H: or S:), AND IMMEDIATELY REPORT THE LOSS OF PORTABLE DRIVES OR MEDIA ON WHICH YOUR WORK IS STORED TO YOUR INSTRUCTOR! Any disruption of the learning environment will result in the withdrawal of the student from the course.

Additionally, each part will receive a score of ZERO for the work involved. A second offense by any party or the use of lost or stolen work will result in a grade of "F" or Withdrawn Failing "Y" for the course, as well as a referral to the appropriate dean.

#### PASS/NO CREDIT OPTION

CREDIT/NO CREDIT OPTION (P/Z): THIS COURSE MAY BE TAKEN ON A CREDIT/NO CREDIT BASIS. IF YOU DESIRE TO TAKE THE CLASS IN THIS MANNER, YOU MUST INITIATE THE REQUEST DURING THE FIRST WEEK OF CLASS BY SIGNING THE P/Z OPTION FORM AVAILABLE FROM THE INSTRUCTOR.

This option allows you to participate in the class but not compete for a letter grade of A, B, C, D, or F. You still must submit course work and/or attend class. If you wish to receive credit (P) you must complete all course work at a passing level. If you do not wish to receive credit (Z) you are still responsible for the submission of assignments.

PLEASE NOTE: it is the responsibility of the student to request advisement concerning the ability to transfer a grade of P or Z to another institution.

#### EXTRA CREDIT/GRADE ENHANCEMENT:

None

#### WITHDRAWAL POLICY/REINSTATEMENT POLICY

Students not participating in this course will be WITHDRAWN. Additionally, you may be WITHDRAWN from the course for insufficient participation at any time during the semester. Insufficient participation is three unexcused absences or failure to contact the instructor within the time frame of completing two chapters in accordance with this syllabus.

If you have been WITHDRAWN and feel it is in error, contact the instructors or the college in accordance with the information in your Student Handbook (if available).

IF YOU ARE RECEIVING FINANCIAL AID OF ANY KIND, IT IS YOUR RESPONSIBILITY TO PROTECT YOUR ELIGIBILITY TO RECEIVE FINANCIAL AID BY MEETING THE ATTENDANCE REQUIREMENTS OF THIS CLASS. STUDENTS WILL BE WITHDRAWN FROM CLASS FOR NONPARTICIPATION.

#### FINAL GRADE OPTIONS

Letter grade – awarded if a student completes all work, including the final exam.

"W" Withdrawn – awarded if a student stops participating in class and officially withdraws from class or is withdrawn by the instructor for nonparticipation and student's work has been of acceptable (passing) quality.

"Y" (Withdrawn failing) – awarded if a student does not complete course work in accordance with guidelines, including the final exam and does not contact the instructor requesting an incomplete and student's work has not been of acceptable quality.

“X” Incomplete – awarded if a student does not take the final exam but does notify the instructor and commits to a contract for completion. Students receiving an “X” must make up the final by appointment only, within the time frame specified by the instructor in the contract.

Requests are not automatically granted. The instructor will consider granting an incomplete only when all course work is up to date and has been of acceptable quality and the student must miss the final exam through circumstances beyond the student’s control. Students who know ahead of time that they will be unable to take the exam on the specified date must notify the instructor.

Pass/No Credit Option (P/Z) – must be requested during the first week.

## MISCELLANEOUS

The college will make reasonable accommodations for persons with documented disabilities. Student should notify Student Services and their instructors for any special needs.

Note: The Instructor of Record reserves the right to change any of the preceding course policies/procedures or course requirements if said change(s) are deemed by the Instructor to be beneficial to all students.

Students are responsible for reading this syllabus and being familiar with the contents, as well as knowing and adhering to the college policies included in the college catalog and the student handbook.

## READING ASSIGNMENTS and CLASS PREPARATION

It is expected that you will have read the material prior to class, so please be prepared to answer questions from the instructor or other students. It is strongly recommended that you make notes of the definitions of terms from the book prior to class. Students are expected to have read the book prior to any class discussion.

The following assignments are a guideline for completing this course. Therefore, the dates for assignments and exams may vary and will be announced in class in advance. Failure to attend class without instructor approval will not excuse a lack of awareness of changes to this schedule. Note: each week represents approximately three hours of class time, but the length and number of classes may vary. See grading policy above!

This is a very comprehensive course. Focusing on details of the course and due-dates is essential. Students are advised that the **minimum weekly time commitment outside of class** is currently estimated as **8 hours per week**. This is greater than the traditional estimate of 6 hours per week.

## Weekly Sequence of Events

### Week one (8/21 & 8/23):

Introduction (review syllabus, lab guide, how to log on to GCC network, use of Drives S: and H:, copying files, access from home, Canvas). Look over the Data folder containing the lesson files. Saving of **LAB** files.

Start Lesson 1 “Project Basics” and Lesson 2 “Establishing resources”

### Week two (8/28 & 8/30):

Discuss Lesson 1 “Project Basics” and Lesson 2 “Establishing resources”.

Start Lesson 3 “Resource and Task Assignments” and Lesson 4 “Refining Your Project Schedule”

Prepare for Concept Exam 1

### Weeks three and four (9/4, 9/6, 9/11 & 9/13):

**Complete** Concept Exam 1 (50 pts)

Discuss Lesson 3 “Resource and Task Assignments” and Lesson 4 “Refining Your Project Schedule”

**LAB 1 (50 pts – due 9/6):** Complete and turn in Mastery Assessments:

- Lesson 1, Mastery Assessment “Project 1-5: Setting Up a Home Office”
- Lesson 2, Mastery Assessment “Project 2-5: Change Work Times for a Resource on Office Remodel”

Start Lesson 5 “Fine-Tuning Tasks” and Lesson 6 “Fine-Tuning Resources”

Prepare for Concept Exam 2

Discuss student Final Project scope.

### Weeks five and six (9/18, 9/20, 9/25 & 9/27):

**Complete** Concept Exam 2 (50 pts)

Discuss Lesson 5 “Fine-Tuning Tasks” and Lesson 6 “Fine-Tuning Resources”

**LAB 2 (50 pts – due 9/20):** Complete and turn in Mastery Assessments:

- Lesson 3, Mastery Assessment “Project 3-5: Don Funk Cost Resources”
- Lesson 4, Mastery Assessment “Project 4-6: Don Funk Music Video Over-allocated Resources”

Start Lesson 7 “Project Information: Sorting Grouping, and Filtering” and Lesson 8 “Project Schedule Formatting Fundamentals”

Prepare for Concept Exam 3

Weeks seven and eight (10/2, 10/4, 10/9 & 10/11):

**Complete** Concept Exam 3 (50 pts)

Discuss Lesson 7 “Project Information: Sorting Grouping, and Filtering” and Lesson 8 “Project Schedule Formatting Fundamentals”

**LAB 3 (50 pts – due 10/5):** Complete and turn in Mastery Assessments:

- Lesson 5, Mastery Assessment “Project 5-6: Removing, Adding, and Changing Deadlines”
- Lesson 6, Mastery Assessment “Project 6-6: Don Funk Music Video Costs Per Use”

Start Lesson 9 “Project Schedule Tracking Fundamentals” and Lesson 10 “Project Reporting”

Prepare for Concept Exam 4

Weeks nine and ten (10/16, 10/18, 10/23 & 10/25):

**Complete** Concept Exam 4 (50 pts)

Discuss Lesson 9 “Project Schedule Tracking Fundamentals” and Lesson 10 “Project Reporting”

**LAB 4 (50 pts – due 10/18):** Complete and turn in Mastery Assessments:

- Lesson 7, Mastery Assessment “Project 7-5: Don Funk Filter for Don Funk Music Video”
- Lesson 8, Mastery Assessment “Project 8-6: Setting Up a Home Office – Adding a Custom Field”

Start Lesson 11 “Advanced Project Schedule Tracking” and Lesson 12 “Integrating Microsoft Project with Other Programs”

Prepare for Concept Exam 5

Weeks eleven and twelve (10/30, 11/1, 11/6, 11/8):

**Complete** Concept Exam 5 (50 pts)

Discuss Lesson 11 “Advanced Project Schedule Tracking” and Lesson 12 “Integrating Microsoft Project with Other Programs”

**LAB 5 (50 pts – due 11/1):** Complete and turn in Mastery Assessments:

- Lesson 9, Mastery Assessment “Project 9-6: Tracking the Don Funk Music as Scheduled”
- Lesson 10, Mastery Assessment “Project 10-5: Don Funk Music Video Calendars”

Start Lesson 13 “Project Schedule Optimization” and Lesson 14 “Advanced Project Schedule Formatting”

Prepare for Concept Exam 6

Weeks thirteen and fourteen (11/13, 11/15, 11/20 & ~~11/22~~):

**Complete** Concept Exam 6 (50 pts)

Discuss Lesson 13 "Project Schedule Optimization" and Lesson 14 "Advanced Project Schedule Formatting"

**LAB 6 (50 pts – due 11/15):** Complete and turn in Mastery Assessments:

- Lesson 11, Mastery Assessment "Project 11-6: Adjusting Remaining Work on Don Funk Music Video Tasks"
- Lesson 12, Mastery Assessment "Project 12-5 "Building a Resource List" **AND** 12-6: "General Resource Project Schedule"

Discuss Lesson 16 "Working with Resources Pools"

Weeks fifteen and sixteen (11/27, 11/29, 12/4 & 12/6):

**Complete** and turn in Final Project (200 points)

Finals Week (12/13 - estimated):

**Complete** Final Exam (200 points)

### Class Meeting Dates

Week	Tuesday Date	Thursday Date
1	8/21/2018	8/23/2018
2	8/28/2018	8/30/2018
3	9/4/2018	9/6/2018
4	9/11/2018	9/13/2018
5	9/18/2018	9/20/2018
6	9/25/2018	9/27/2018
7	10/2/2018	10/4/2018
8	10/9/2018	10/11/2018
9	10/16/2018	10/18/2018
10	10/23/2018	10/25/2018
11	10/30/2018	11/1/2018
12	11/6/2018	11/8/2018
13	11/13/2018	11/15/2018
14	11/20/2018	No class
15	11/27/2018	11/29/2018
16	12/4/2018	12/6/2018
Finals	12/13/2018	

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