BMGT 1309 – Information and Project Management
Course Syllabus: Spring 2025

"Northeast Texas Community College exists to provide personal, dynamic learning experiences empowering students to succeed."

Instructor: Karen Andrews
Office: BT 115A
Phone: 903-434-8224
Email: kandrews@ntcc.edu

Office	Monday	Tuesday	Wednesday	Thursday	Friday	Online
Hours	11:00 AM – 11:30 AM 1:30 PM – 3:00 PM	8:00 AM – 9:30 AM 11:00 AM – 11:30 AM 1:30 PM – 3:00 PM	11:00 AM – 11:30 AM	7:30 AM –11:30 AM		Daily

This syllabus serves as the documentation for all course policies and requirements, assignments, and instructor/student responsibilities.

Information relative to the delivery of the content contained in this syllabus is subject to change. Should that happen, the student will be notified.

Course Description: 3 credit hours.
Lecture/Lab/Clinical: Hybrid

This course provides an analysis of critical path methods for planning and controlling projects. This includes time/cost tradeoffs, resource utilization, stochastic considerations, task determination, time management, scheduling management, status reports, budget management customer service, professional attitude, and project supervision

Prerequisite(s): None

Student Learning Outcomes:
- Students will identify, sequence, and estimate the duration of specific activities that must be performed to accomplish project goals.
- Identify interactivity dependencies that must occur during the process stages
- Identify methods for determining, categorizing, and controlling costs
- Demonstrate project plan development and execution schemes
- Demonstrate means to coordinate change across a project.

Evaluation/Grading Policy:
All quizzes/assignments/discussions/exams/projects are completed individually and submitted electronically through Blackboard. Each assignment is worth a set number of points. Please pay careful attention to the due dates. **Late work will NOT be accepted.**

This course adheres to the NTCC Academic Honesty and Ethics statements discussed below. In addition, if a student submits the work of anyone else, they and the other person (if possible) will earn a zero grade on that assignment. If this happens a second time, the student will be dropped immediately from class with a failing grade and a note of academic dishonesty placed on their permanent NTCC record.

Assignments:

All assignments for this course will be provided on the first day of the course and will be completed and submitted via Blackboard. Assignments, instructions, and files are accessible via Blackboard.

Tests/Exams:
> 2 Exams (100 points each)
> Each exam will be electronically in Blackboard.
> Exam 1 covers chapters 1-8
> Exam 2 covers chapters 9-16

Chapter Quizzes: 16 Chapter Assignments (10 points each)

> Quizzes are completed electronically through Blackboard and are presented in multiple choice format. Quizzes are timed and students will only have one attempt to complete. **No late work will be accepted**. See course schedule below for specifics.

Discussion Board: 1 Discussion Questions (40 points)
> Discussion board topics can be found in Blackboard under the Discussion Board link. All discussion questions must be answered in paragraph form using correct grammar and sentence structure. Students must post their initial response and then respond to at least one other student's post.

Projects: Projects 1 and 2 (100 points each) Projects 3 and 4 (200 points each)

- Project 1: Online Course Work Plan (100 Points)

- Project 2: Lunch and Learn Event (100 Points)

- Project 3: Fundraiser (200 Points)

- Project 4 – Travel Trip (200 Points)

Final Grades
> This course is set up on a point scale. You can calculate your grade at any time as all point values are listed on this syllabus. **<u>Your final course grade will be based upon this scale only. There are NO extra credit opportunities. In addition, there are no "retakes" for any assignments or exams.</u>** The scores that you receive on your original submissions will be what is counted toward your final grade. Please understand that I must adhere to this grading policy for all students so exceptions will not be made.

Discussion Question	40	A = 1000-900
Chapter Quizzes (16)	160	B = 899-800
Exams (2 Exams)	200	C = 799-700
Projects 1 & 2	200	D = 699-600
Projects 3 & 4	<u>400</u>	F = 599 and below
Total	1,000	

Required Instructional Materials:
McGraw-Hill(Inclusive Access) – Larson, Erik W., Gray, Clifford F., and Sirisomboonsuk, Pinyarat Project Management: A Socio-Technical Approach.

Publisher:
McGraw-Hill

ISBN Number: 978-1-265-06088

Optional Instructional Materials:

None

Minimum Technology Requirements:
- Daily high-speed internet access
- Microsoft Word
- Internet Browser

Required Computer Literacy Skills:
- Basic computer usage skills
- Working knowledge of Microsoft Word, Excel, and PowerPoint
- Email skills

Course Structure and Overview:
Several elements are essential for your success in this course. You will need to understand these fully prior to starting the course:

This course is presented as an online course and will involve a collaborative teaching/learning style utilizing simulation exercises, projects, and additional on-line instructional components as necessary.

1. All courses require extensive engagement (with other students, the instructor, and the course materials) as well as timely completion of assignments/quizzes/exams/discussion boards. Items are due weekly, and sometimes each day of the week (see course schedule for specific due dates). Thus, keeping up with the schedule is essential to your success. Your personal schedule must allow you to keep up with the due dates for the readings and other assignments. **Late work is not allowed in this course, so you must plan your schedule carefully.**
2. You must have continuous access to a working and dependable computer and Internet provider.
3. The following study sequence will maximize your chances for mastering each lesson in this course:
   a. Read the lesson overview and learning objectives.
   b. Read assigned material in the textbook or eBook.
   c. Review the learning objectives.
   d. Review the PowerPoint and take notes as needed (i.e., connected to lesson objectives.)
   e. Complete and submit all assignments in Blackboard.
   f. Complete all assignments on time.
   g. Be sure to contact your instructor when you have questions or need help.

Communications:
- **Email:** Please check your NTCC email EVERYDAY. Email is the official form of communication used here at NTCC. All emailed questions to the instructor will be responded to within 48 hours (Monday-Friday), but usually within a few hours when possible. My email address is kandrews@ntcc.edu
- **Phone:** My office phone number is 903-434-8224, however, if you need immediate assistance you may call my cell phone at 903-951-2180 (please do not call or text before 8:00 AM or after 9:00 PM). I do not respond to long detailed questions via text message.
- **Announcements:** These can be found in Blackboard under the course link on your Blackboard homepage. Please make sure you are reading any announcements thoroughly when they are posted there.

Video Recording of Course Activities
Certain portions of this course may be recorded via video conferencing software to assist students in course material review or later viewing by a student who was not able to attend the live session. The recordings will be made available only to students within the course and will cease to be available upon completion of the course. Students may not retain, reproduce, or share recordings.

Institutional/Course Policy:
All courses require extensive engagement (with other students, the instructor, and the course materials) as well as timely completion of assignments. Many assignments are due weekly. Thus, keeping up with the schedule is essential to your success. Your personal schedule must allow you to keep up with the due dates for the readings and other assignments. Late work is not allowed in this course, so you must plan your schedule carefully. Attendance is required to be successful in this course.

Blackboard will be used for file submission, but you will need to keep a copy of all work in case of error or file corruption.

Late Work Policy:
The word "assignments" refers to all work that is submitted via Blackboard or presented in class. Students are to submit assignments on or before the stated due date/time. **Late work is not accepted**.

Attendance Policy:
Although this is an online course, students are expected to participate regularly and complete all assigned worked. Excessive absences (two consecutive weeks of no participation) *may* result in the student being dropped from the class or having their grade average reduced. Attempt will be made to contact you before this happens, but should an emergency arise, you will need to contact your instructor by phone or email should you not be able to meet this requirement. Please see the schedule of classes for the last day to withdraw. Religious Holy Days: please refer to the current Northeast Texas Community College Student Handbook.

Withdrawal Policy/Date:
It is your responsibility to drop a course or withdraw from the college. If you stop attending the course without withdrawing, you will still receive a grade, whether passing or failing.

Alternate Operations During Campus Closure and/or Alternate Course Delivery Requirements:
In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be necessary for Northeast Texas Community College to move to altered operations. During this time, Northeast Texas Community College may opt to continue delivery of instruction through methods that include, but are not limited to: online through the Blackboard Learning Management System, online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor NTCC's website (http://www.ntcc.edu/) for instructions about continuing courses remotely, Blackboard for each class for course-specific communication, and NTCC email for important general information.

Additionally, there may be instances where a course may not be able to be continued in the same delivery format as it originates (face-to-face, fully online, live remote, or hybrid). Should this be the case, every effort will be made to continue instruction in an alternative delivery format. Students will be informed of any changes of this nature through email messaging and/or the Blackboard course site.

NTCC Academic Honesty/Ethics Statement:
NTCC upholds the highest standards of academic integrity. The college expects all students to engage in their academic pursuits in an honest manner that is beyond reproach using their intellect and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. This course will follow the NTCC Academic Honesty and Academic Ethics policies stated in the Student Handbook. Refer to the student handbook for more information on these subjects.

ADA Statement:
It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws,

regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to request accommodations. An appointment can be made with the Academic Advisor/Coordinator of Special Populations located in Student Services and can be reached at 903-434-8264. For more information and to obtain a copy of the Request for Accommodations, please refer to the special populations page on the NTCC website.

Family Educational Rights and Privacy Act (FERPA):
The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

Tentative Course Timeline:
See next page

(*note* instructor reserves the right to make adjustments to this timeline at any point in the term):

Week	Assignment	Due Date
Week 1	Discussion Board	Sunday, Jan. 26 at 11:59 PM
Week 2	Chapter 1 Quiz Chapter 2 Quiz	Sunday, Feb. 2 at 11:59 PM
Week 3	Chapter 3 Quiz Chapter 4 Quiz	Sunday, Feb. 9
Week 4	Project 1	Sunday, Feb. 16
Week 5	Chapter 5 Quiz Chapter 6 Quiz	Sunday, Feb. 23
Week 6	Chapter 7 Quiz Chapter 8 Quiz	Sunday, March 2
Week 7	Exam 1 Covering Chapters 1-8	Sunday, March 9
Week 8	Project 2	Sunday, March 16
SPRING BREAK		
Week 9	Chapter 9 Quiz Chapter 10 Quiz	Sunday, March 30
Week 10	Chapter 11 Quiz Chapter 12 Quiz	Sunday, April 6
Week 11	Project 3	Sunday, April 13
Week 12	Chapter 13 Quiz Chapter 14 Quiz	Sunday, April 20
Week 13	Chapter 15 Quiz Chapter 16 Quiz	Sunday, April 27
Week 14	Exam 2 (Covers Chapters 9-16)	Sunday, May 4
Week 15	Final Project Preparation	
Week 16	Final Project	Wednesday, May 14