

Admin. Project Solutions

POFT-2331

Fall 2020 Section F01 CRN-21414 3 Credits 09/23/2020 to 12/10/2020 Modified 09/06/2020

Meeting Times

Every Thursday, 8:00 am - 10:30 am

Tuesday, 8:00 am - 10:30 am during 5 weeks

Contact Information

Instructor: Bob Gibbons

Description

Advanced concepts of project management and office procedures integrating software applications, critical thinking, and problem-solving skills.

Three class hours per week. Online only. Credit: Three semester hours.

Requisites

Prerequisites: ITSW 1301 or POFI 2340

Corequisites: None

Core Curriculum Statement

This course is not a core curriculum course.

Outcomes

Manage business projects using technology, critical thinking, and problem-solving skills.

Materials

Administrative Management: Setting People up for Success

Author: Cassidy/Kritner/VanHuss

Publisher: Cengage

Edition: Edition 1

ISBN: 978-1337064910

Course Requirements

✓ Evaluation

Criteria

Category	Number	Individual Points	Total Points	Percent
Quizzes	15	15	225	22%
Exams	4	100	400	40%
Final Exam	1	100	100	10%
Exercises	14	10	140	14%
Semester Project	7	20	140	14%
Total			1005	100%

Grading Scale

% Total Points	Letter Grade
100 - 89.5	A
89.4 - 79.5	B
79.4 - 69.5	C
69.4 - 59.5	D
Below 59.5	F

Blinn College Policies

All policies, guidelines, and procedures in the [Blinn College Catalog \(http://catalog.blinn.edu/\)](http://catalog.blinn.edu/), [Blinn College Board Policies \(http://pol.tasb.org/Home/Index/1204\)](http://pol.tasb.org/Home/Index/1204), and the [Blinn College Administrative Regulations \(https://www.blinn.edu/administrative-regulations/\)](https://www.blinn.edu/administrative-regulations/) are applicable to this course.

[Specific information on civility, attendance, add/drop, scholastic integrity, students with disabilities, final grade appeal, alternative retailers, campus carry and proctoring arrangements and cost. \(http://www.blinn.edu/syllabus-policies/\)](http://www.blinn.edu/syllabus-policies/)

Notice of any action taken under these protocol and procedures, by Blinn College or its employees, may be delivered by hand, through the U.S. Postal Service, or electronically to the student's Blinn Buc e-mail account. Notice shall be deemed received upon actual receipt, on deposit in the U.S. Mail, or upon entering the information processing system used by Blinn College for Blinn Buc e-mail accounts, whichever first occurs.

Information about the changes Blinn has made to the Fall semester: [Back with Blinn \(https://www.blinn.edu/back-with-blinn/index.html\)](https://www.blinn.edu/back-with-blinn/index.html).

* Course Policies

Schedule

Class Date	In Class Assignments	Contact Hours	Homework Assignments for Next Class	Due Date
Thursday, 9/24/2020	Review syllabus and class schedule Review Semester Project Review Chapter 1 – Management Career Paths (Video)	3	Read Chapter 1 Complete Chapter 1 Exercise Read Chapter 2 Complete Chapter 2 Exercise Complete Project Step 1	Friday, 10/2/2020
Tuesday, 9/29/2020	Take Chapter 1 Quiz Review Chapter 2 - Basic Management - Functions, Theories and Best Practices (Video) Take Chapter 2 Quiz	3	Read Chapter 3 Complete Chapter 3 Exercise	Friday, 10/2/2020
Thursday, 10/1/2020	Review Chapter 3 - Effective Supervision: Path to Success for New Managers (Video) Take Chapter 3 Quiz	3	Read Chapter 4 Complete Chapter 4 Exercise	Friday, 10/2/2020
Thursday, 10/8/2020	Review Chapter 4 – Leadership Essentials (Video) Take Chapter 4 Quiz	3	Read Chapter 5 Complete Chapter 5 Exercise Complete Project Step 2 Prepare for Exam 1	Friday, 10/9/2020

Class Date	In Class Assignments	Contact Hours	Homework Assignments for Next Class	Due Date
Tuesday, 10/13/2020	Review Chapter 5 - High-Performance Teams—Key to Productivity (Video) Take Chapter 5 Quiz Take Exam 1 – Chapters 1, 2, 3, 4	3	Read Chapter 6 Complete Chapter 6 Exercise Complete Project Step 3	Friday, 10/16/2020
Thursday, 10/15/2020	Review Chapter 6 - Planning, Goal Setting, and Achieving Results (Video) Take Chapter 6 Quiz	3	Read Chapter 7 Complete Chapter 7 Exercise Complete Project Step 4	Friday, 10/16/2020
Thursday, 10/22/2020	Review Chapter 7 – Staffing Essentials (Video) Take Chapter 7 Quiz	3	Read Chapter 8 Complete Chapter 8 Exercise Complete Project Step 5 Prepare for Exam 2	Friday, 10/23/2020
Tuesday, 10/27/2020	Review Chapter 8 - Setting Up Employees for Success (Video) Take Chapter 8 Quiz Take Exam 2 – Chapters 5, 6, 7	3	Read Chapter 9 Complete Chapter 9 Exercise	Friday, 10/30/2020
Thursday, 10/29/2020	Review Chapter 9 - Appraising and Rewarding Performance (Video) Take Chapter 9 Quiz	3	Read Chapter 10 Complete Chapter 10 Exercise	Friday, 10/30/2020

Class Date	In Class Assignments	Contact Hours	Homework Assignments for Next Class	Due Date
Thursday, 11/5/2020	Review Chapter 10 - Legal and Ethical Challenges & Jeopardy Review (Video) Take Chapter 10 Quiz	3	Read Chapter 11 Complete Chapter 11 Exercise Prepare for Exam 3	Friday, 11/6/2020
Tuesday, 11/10/2020	Review Chapter 11 - Building a Positive, Creative, and Productive Work Environment (Video) Take Chapter 11 Quiz Take Exam 3 – Chapters 8, 9, 10	3	Read Chapter 12 Complete Chapter 12 Exercise Complete Project Step 6	Friday, 11/13/2020
Thursday, 11/12/2020	Review Chapter 12 – Project Management (Video) Take Chapter 12 Quiz	3	Read Chapter 13 Complete Chapter 13 Exercise Prepare for Exam 4	Friday, 11/13/2020
Thursday, 11/19/2020	Review Chapter 13 - Effective Workplace Communication (Video) Take Chapter 13 Quiz Take Exam 4 – Chapters 11, 12, 13	3	Read Chapter 14 Complete Chapter 14 Exercise Complete Project Step 7 Read Chapter 15	Friday, 11/20/2020
Tuesday, 11/24/2020	Review Chapter 14 - Managing Workplace Challenges (Video) Take Chapter 14 Quiz	3	Prepare for Final Exam	Friday, 11/27/2020

Class Date	In Class Assignments	Contact Hours	Homework Assignments for Next Class	Due Date
Thursday, 11/26/2020	Review Chapter 15 - Enhancing Your Management Career Potential (Video) Take Chapter 15 Quiz Review for Final Exam	3	Prepare for Final Exam	Friday, 11/27/2020
Thursday, 12/3/2020	Final Exam	3		Friday, 12/4/2020
		48		