



Lincoln University

Course Title	Business Policies	Instructor: Walter Kruz
Course No.	BA 290	Contact: wrkruz@lincolnuca.edu
Units	3 (45 lecture hours)	Office Hours: By arrangement
Class Hours	Weds 15:30-18:15	
Semester	Spring 2014	

Textbook:

Project Management by Clifford Gray and Erik Larson, 5th edition (2010),
ISBN: 978-0073403342

Course Description:

Senior-level integrating capstone course which provides the student with the opportunity to put into practice all the skills, techniques and theories acquired in functional courses such as economics, operations management, marketing, finance, accounting, and management. Emphasis is on the case method of instruction and use of a business game. (3 units) *Prerequisite: Senior standing*

Learning Objectives:

By completing the course, students will achieve a basic understanding of the knowledge necessary to manage projects in a business environment. In addition, students will be introduced to the preparation necessary to take the Project Management Institute (PMI) test leading to a Project Management Professional (PMP) certification.

Methodology:

This is a highly interactive learning environment. All students will participate in class discussions, research findings, and class exercises. Short oral presentations may also be assigned. Assignments will be given weekly and may consist of textbook exercises and research questions. Attendance is highly encouraged as exams include questions from issues analyzed during class discussions.

Students will benefit from using a laptop, the computer lab and the school library.

Standards:

Standards for this class are similar to those found in professional organizations. Punctuality and deliverables are very important. All assignments are due on the date indicated and collected during the first 10 minutes of the class. Late assignments will not be collected or graded. Make-up exams are allowed only due to a documented medical excuse. Students are encouraged to study and work together for optimum learning.

Project:

Project work is designed to familiarize students with the practices necessary to create and manage industry projects. Projects may be assigned individually or as a group. If as a group, grade is the same for all members. Drafts may be evaluated on an agreed upon schedule during the semester. Final deliverable will be turned in as a hard copy. Plagiarism is not allowed; all sources must be referenced. APA style is encouraged.

Testing:

Testing will consist of two or three exams of equal weight throughout the semester. All exams are individual deliverables. They consist of short answers related to the material being discussed and some mathematical problems. The exam format is usually closed book with no electronic devices allowed. Quizzes are frequent. Failure to follow instructions during exams may result in an “F” grade (0 points) for that exam.

Grading:

Quizzes, homework assignments, exams, and a project allow students to accumulate points throughout the semester. These are added and compared against the total possible as a percentage.

Exams and Project are typically worth 100 points each (~ 75% of the total points). Homework and quizzes from earn 5-10 points (~ 25% of the total points). Assuming that 2 exams, one project, and 10 homework assignments are given, this will mean a total possible of 400 points can be accumulated. The student grade will be calculated as follows:

$$\text{Grade} = \text{Student's score} / \text{Total possible points} = \%$$

That percentage determines the final grade which is assigned as follows:

95 – 100%	A
90 – 94%	A-
87 – 89%	B+
84 – 86%	B
80 – 83%	B-
76 – 79%	C+
70 – 75%	C
66 – 69%	C-
60 – 65%	D
Less than 59%	F

Classroom Protocol:

Classroom protocol is similar to the one students will find in a professional environment. Students are expected to arrive on time and be prepared to participate. Laptop use is allowed only for a class purpose. No cell phones allowed.

Schedule:

This is a proposed schedule. It may change according to class progress or student interests.

Wk 1	Chapter 1 Modern project management	Lecture, exercises, PMBOK reading
Wk 2	Chapter 2 Organization strategy	Lecture, exercises, Project research, PMBOK reading
Wk 3	Chapter 3 Structure and culture	Lecture, exercises, Project research, PMBOK reading
Wk 4	Chapter 4 Defining the project	Lecture, exercises, Project research, PMBOK reading
Wk 5	Review	Exam #1
Wk 6	Chapter 5 Estimating times and costs	Lecture, exercises, Project research, PMBOK reading
Wk 7	Chapter 6 Developing a project plan	Lecture, exercises, Project research
Wk 8	Chapter 7 Managing risk	Lecture, exercises, Project research, PMBOK reading
Wk 9	Review	Exam #2
Wk 10	Chapter 8 Scheduling Resources	Lecture, exercises, Project research, PMBOK reading
Wk 11	Chapter 9 Reducing time	Lecture, exercises, Project research, PMBOK reading
Wk 12	Chapter 10 & 11 Leadership & Teams	Lecture, exercises, Project research, PMBOK reading
Wk 13	Chapter 12 & 13 Outsourcing & Metrics	Lecture, exercises, Project research, PMBOK reading
Wk 14	Chapter 14 Audit and Closure	Lecture, exercises
Wk 15	Review	Exam #3, Project Delivery

Faculty Information:

Dr. Kruz is a full-time industry consultant. His expertise includes operations, engineering, systems integration, and project management in various industries. He actively conducts business research, is a published author, and a member of various industry organizations.

Update:

December 30, 2013