

Technical Design 205 Syllabus

Instructor: Ron Raty

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[Email works best]

Office hours:

Monday and Wednesdays, 10:00-12:30

Course Description:

An introduction to the concepts used in planning engineering projects. This is a practical, hands-on conceptual approach to Engineering Project Planning/Management. Microsoft Office Project will be used as a vehicle to outline the planning process and is intended for those seeking to be engineering technicians who want to enhance their ability to communicate with engineers. This course is not intended to teach software, but rather, to teach the engineering approach to project planning and project management as opposed to planning tools used in typical business settings.

Course Outcomes:

Upon successful completion of this course, the student will be able to:

- Manage the critical path of a project and identify the driving constraints (cost, time, quality) that affect it throughout the project's duration.
- Apply advanced formatting to projects, including the tasks, linking, and charts and reports.
- Participate and interact responsibly with others in the classroom to meet course requirements, deadlines, and objectives
- Use the internet, library, primary sources and software to identify, explore, and obtain available data for project and schedule development
- Produce a detailed and complex schedule for an engineering project.

Prerequisite:

There are no pre-requisites. The student will use project management software so familiarity with computers with Windows operating systems will be beneficial.

Required Text and Materials:

The text for this course is:

Project Management – the managerial process (5th edition)

Authors: Erik W. Larson & Clifford F. Gray

ISBN: 978-0-07-340334-2 **Publisher:** McGraw-Hill Irwin. **Book Type:** Hardback

Course Requirements:***Assignments***

There will be several writing assignments. A question will be posed, you will answer the question.

What is Cheating and what is allowed

All written material will be the work of the student, in their own words. Don't just copy from the book or the internet.

Quizzes

Students will complete a short quiz for each chapter of the book that is assigned (not all chapters will be assigned). Quizzes are conducted in Canvas, and you can take them multiple times.

Final

There will be a final exam at the end of the quarter. It is similar to the quizzes, except you only get to take it once. .

Project

The student will plan a complex project as a part of this class, using the skills gleaned from the text and class discussion. A project proposal will be submitted at the end of the quarter.

Attendance and Participation

Your attendance will be noted on a class by class basis and this record counts for a portion of your final grade. *Students arriving after attendance has been taken may not get credit for attendance.* As in most offices, you are allowed a couple of sick days. You can miss up to two classes without it impacting your grade.

Final Grade

Your final course grade will be based on a percentage system:

Assignments	20%
Attendance	10%
Quizzes	20%
Final	20%
Project	<u>30%</u>
Total	100%

The final grade recorded with the registrar is based on the percentage of available points you manage to earn during the course compared to the total possible. The total possible may vary depending on the progress of the quarter, but it is always 100%.

93%	4.0
83%	3.0+

73%	2.0+
63%	1.0+
60%	0.7+

Any percentage less than 60% is inadequate to receive class credit, and a grade of 0.0 will be recorded.

Withdrawal:

If you decide that you must withdraw from this class, you must do so in conformance with Olympic College policy. A discontinuance of attendance without an Official Withdrawal Form or prior arrangement with the Instructor is an automatic 0.0 (F) for the class. This is school policy and governs all classes conducted at Olympic College.

About the Instructor and this class

Ron Raty is a licensed architect with over 25 years of experience in architectural design and project management. He does not think of himself as a professional teacher. Because of this, his classes are managed in a manner similar to a design studio in a company, students should think of themselves as employees. They should arrive at work on time, they should complete their work in a timely manner, they should dress appropriately and act professionally, they should show respect for their fellow employees and their employer. As in the work place, failure to do these things can have consequences.

American Disabilities Act Statement

Any student who feels he/she may need an accommodation based on the impact of a disability should contact the office of Access Services. Access Services will inform the instructor of any special accommodations required.

Humanities and Student Services Building, Room 204
Phone: 360-475-7540 or 1-800-259-6718 ext. 7540
Fax: 360-475-7436
E-mail: AccessServices@olympic.edu

Cell Phones:

Cell phone use during lectures and presentations is prohibited in the classroom. Please set your phone to vibrate or turn it off. If you have to take or make a call during class, please step out of the classroom as a courtesy to others.

Food and Drink:

In accordance with school policy, food and drinks are not allowed in the drafting room. During lab time, students may come and go as necessary to refresh themselves. Restrooms are down the hall towards the Welding lab.