



BMGT-1309.02I2
Information & Project Management
Fall 2025
2nd 8-Weeks
Online

Instructor Information:

Deane H. Schneider, Dr.B.A.
Associate Professor of Business
dschneider@com.edu
409-933-8901 (Office)

Student Hours & Location:

ICB 313-16, TEAMS, Bongo virtual classroom tool, D2L chat or by email appointment

Monday	<u>8am – 11am</u> (office & online)
Tuesday	<u>9:30am – 11am</u> (online)
Wednesday	<u>8am – 11am</u> (office & online)
Thursday	by appointment only
Friday	by appointment only

Required Textbook:

This course is inclusive of the digital textbook, which is made available through BibliU link inside BrightSpace D2L. No access code is required for this course.

Textbooks may be new, used, or rented and can be purchased from multiple sources. This textbook is available through BibliU.

Contemporary Project Management
5th edition
Kloppenborg, Anantatmula, & Wells
Cengage Learning
ISBN-13: 9780357715734

Textbook Purchasing Statement:

A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Course Description:

This course explains critical path methods for planning and controlling projects. 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.

Course Requirements:

The course is divided into three sections. For all tasks, please refer to the Schedule of Activities for due dates, point values, and other information.

Tests

Four tests (in BrightSpace) will be covering the chapters (parts) in the textbook. **Face-to-face students will be administered these tests in the classroom using BrightSpace D2L.** A list of the chapters (parts) covered by each test is provided in the Schedule of Activities. Each test has 50 questions. Once you have started the test it cannot be stopped and restarted no matter what the circumstance. **The test will automatically close at the time shown in the schedule of activities. It is your responsibility to monitor your time while taking the test.** Only one attempt will be allowed per test. No retakes are allowed.

Quizzes

There are **15 Chapter Quizzes (in BrightSpace)**. You have no time limit on these quizzes, and you are allowed three attempts. Your highest score will be automatically accepted as your grade for that quiz. These quizzes are designed to be a study aid to help you prepare for the tests.

Task Analysis & Dependency Mapping- (PERT)

You will be required to create a **PERT diagram (in BrightSpace)**. In this assignment, you will analyze and map project tasks, including dependencies, using a dependency diagram. Using a provided Excel template, you will identify a **minimum of 10 tasks** needed to complete a project. **Be sure to use the rubric attached within the course.** This assignment will be needed for the Timeline Visualization & Resource Allocation assignment.

Timeline Visualization & Resource Allocation- (Gantt)

You will be required to create a **Gantt chart (in TeamGantt)**. Using your project from PERT assignment, create a Gantt chart to display your project timeline. Displaying milestones and deliverables as well as task assignment will be needed. A written, audio, or video analysis of your Gantt chart will be required. **Be sure to use the rubric attached within the course.**

Rubrics are associated with the projects. Please refer to the grading rubric for additional guidance on expectations.

Determination of Course Grade/ Detailed Grading Formula:

Tests (10 points each, 4 tests).....	400 points
Quizzes (20 points each; 15 activities).....	300 points
PERT diagram.....	140 points
Gantt chart.....	160 points
Total Possible Points.....	1000 points

The final grade will be based on the following scale:

☐ A = 90+% of the total points	>= 900
☐ B = 80% - 89% of the total points	800-899
☐ C = 70% - 79% of the total points	700-799
☐ D = 60% - 69% of the total points	600-699
☐ F = less than 60% of the total points	<= 599

Late Work, Make-Up, and Extra-Credit Policy:

Missed work immediately receives a "0". *Students are responsible for contacting the instructor about making it up.* Make-up work will be determined **on a case-by-case basis** in a manner that **the instructor deems fair and equitable to the entire class**. Late work normally receives a 20% penalty.

- If accepted, the final day for auto-graded late work will be the **day prior to the last day of class**.
- If accepted, the final day for manually graded late work will be the **Sunday prior to the last day of class**.
- The **Timeline Visualization & Resource Allocation (Gantt)** assignment will **NOT** be accepted late under any circumstances.

If you have a personal or emergency situation, please contact me as soon as practical (in advance when possible) and I will do my best to work with you in a fair and equitable manner. Supporting documentation may be requested.

Extra Credit/Bonus Points:

40 bonus points (4% increase of final grade) are available for signing up for a *FREE Tiki-Toki Timeline Maker account* (<https://www.tiki-toki.com>) and creating a timeline. **Watch video and print out instructions!**

Bonus points will be added in the gradebook **once the student emails their timeline link & screenshot of event** to the instructor AND all parameters of the assignment are verified.

Only one (1) attempt/submission will be accepted. No partial credit- all or nothing!

Any bonus points, make-up work, or other accommodations beyond those offered by COM are at the sole discretion of the instructor.

Graded Assignments/Feedback/Gradebook:

The following expectations apply to all Business/Accounting department courses regardless of modality.

Auto graded exams and quizzes should be available for immediate review by the students. **Manually graded assignments (discussion boards and projects) will typically be graded and returned within one week from the due date.** Feedback, if any, will be listed within the attached rubric. Accepted late work will be returned in a timely manner as instructor's availability allows.

Students should monitor their overall grade within the D2L gradebook for current point totals.

Attendance Policy:

Attendance in a classroom course is based on actual, physical classroom attendance which will be taken each class period. Students will receive credit for attending the class each week if present in the classroom. The last date of attendance will be the last date the student attended class in the physical classroom. Attendance will be tracked in the gradebook.

Attendance in an Internet-driven course is based on the timely submission of weekly assignments. Attendance will be taken each week as determined by the reporting functions in BrightSpace D2L. Students will receive credit for 'attending' the class each week based upon the timely submission of an assignment. An assignment may be a discussion post, a quiz, a test, a project, or any other assigned task within the week as noted on the Schedule of Activities. The last date of attendance will be the last date an assignment was submitted. Attendance will be tracked in the gradebook.

Communicating with your instructor:

All electronic communication with the instructor must be through D2L or COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means (no external email). The virtual classroom tool, D2L chat, office phone, and face-to-face meetings are other means of communication. ***Please allow the faculty 24 hours to reply to COM email communications. Student emails sent after 5pm on Friday should expect a reply by 12pm on Monday.***

General Education Core Objectives:

Students successfully completing this course will demonstrate competency in the following Core Objectives:

Critical Thinking Skills – to include creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information

Empirical and Quantitative Skills- to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

Table Mapping SLO's, Core Objectives and Assignments:

Student Learner Outcome	Maps to Core Objectives	Assessed via this Assignment
Identify project tasks.	Critical Thinking Skills	• Exam #1
Sequence project activities.	Critical Thinking Skills	• Quiz Ch. 8
Estimate the duration of project activities.	Empirical and Quantitative Skills	• PERT assignment
Identify interdependencies.	Critical Thinking Skills	• Gantt assignment
Demonstrate means to coordinate change across a project.	Critical Thinking Skills	• Quiz Ch. 9

Academic Dishonesty:

Any incident of academic dishonesty will be dealt with in accordance with college policy and the Student Handbook. Academic dishonesty – such as cheating on exams is an extremely serious offense and will result in a **grade of zero** on that exam and the student will be referred to the Office of Student Conduct for the appropriate disciplinary action.

College of the Mainland requires that students enrolled at COM be familiar with the Standards of Student Conduct, which can be found in the online Student Handbook. <https://www.com.edu/student-services/student-handbook.html> Students are expected to be familiar with and abide by the Student Code of Conduct. Any violations of the Code of Conduct will result in a referral to the Dean of Students and may result in dismissal from this class.

Plagiarism is using someone else's words or ideas and claiming them as your own. Plagiarism is a very serious offense. Plagiarism includes paraphrasing someone else's words without giving proper citation, copying directly from a website and pasting it into your paper, using someone else's words without quotation marks. Any assignment containing any plagiarized material may receive a **grade of zero** and the student will be referred to the Office of Student Conduct for the appropriate disciplinary action.

[10 Types of Plagiarism - YouTube](https://www.youtube.com/watch?v=EF5eFeJMplA) <https://www.youtube.com/watch?v=EF5eFeJMplA>

[How to Avoid Plagiarism in 5 Easy Steps - YouTube](https://www.youtube.com/watch?v=WV2-cmi19sg) <https://www.youtube.com/watch?v=WV2-cmi19sg>

[What is Self Plagiarism - Research Prospect](https://www.researchprospect.com/what-is-self-plagiarism/#:~:text=%20Types%20of%20Self%20Plagiarism%20%201%20Republishing,from%20their%20previous%20work%20as%20they...%20More%20) <https://www.researchprospect.com/what-is-self-plagiarism/#:~:text=%20Types%20of%20Self%20Plagiarism%20%201%20Republishing,from%20their%20previous%20work%20as%20they...%20More%20>

Student Concerns:

If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact Andrew Gregory, Department Chair, Business and Accounting at 409-933-8339 or agregory2@com.edu

Technology Outage:

Occasionally the college may experience emergency technology outages. Should this occur during a Quiz/Exam, you will need to notify the instructor that you will need the Quiz/Exam to be reset. In the case of this or a personal technology issue, students are expected to contact the instructor as soon as reasonably possible. Students are responsible for completing all other course work such that due dates can be met.

Course Outline/ Schedule of Activities:

Information & Project Management					BMGT 1309 – Fall 2025	
Schedule of Activities (2 nd 8-Week Course)						
Class Dates	Required Reading	Tests	Assignments	Chapter Quizzes	Due Date (Midnight)	
Week 1 (Oct 13-19)	Ch. 1-2			Ch 1-2	10/19/25	
Week 2 (Oct 20-26)	Ch. 3 & 7	Test 1 (Ch. 1-3 & 7)		Ch 3 & 7	10/26/25	
Week 3 (Oct 27-Nov 2)	Ch. 8-9			Ch 8-9	11/02/25	
Week 4 (Nov 3-9)	Ch. 10-11	Test 2 (Ch. 8-11)	Task Analysis & Dependency Mapping- PERT <i>(Opens Week 2)</i>	Ch 10-11	11/09/25	
Week 5 (Nov 10-16)	Ch. 12 & 4			Ch 12 & 4	11/16/25	
Week 6 (Nov 17-23)	Ch. 5-6	Test 3 (Ch. 12 & 4-6)		Ch 5-6	11/23/25	
Week 7 (Nov 24-30)	Ch. 13-14		Timeline Visualization & Resource Allocation- Gantt <i>(Opens Week 3)</i>	Ch 13-14	11/30/25	
Week 8 (Dec 1-4)	Ch. 15	Test 4 (Ch. 13-15)		Ch 15	12/04/25	
Point Values			Important Notes			
Activity	Point Value	# of Activities	Total Points	Late Work, if accepted, normally receives 20% penalty (see syllabus for limitations)		
Tests	100	4	400	Tests (40%)- 1 attempt only		
Chapter Quizzes	20	15	300	Chapter Quizzes (30%)- 3 attempts; highest saved		
PERT Diagram	140	1	140	PERT (14%)- Task Analysis & Dependency Mapping		
Gantt Chart	160	1	160	Gantt (16%)- Timeline Visualization & Resource Allocation		
Total Possible Points			1000	Any bonus points are at the discretion of the instructor (see syllabus)		

Institutional Policies and Guidelines

Grade Appeal Process: Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook <https://www.com.edu/student-services/student-handbook.html>. *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course.*

Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.

Academic Success & Support Services: College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

ADA Statement: Any student with a documented disability needing academic accommodations is requested to contact:

Kimberly Lachney, Student Accessibility Services Coordinator

Phone: 409-933-8919

Email: AccessibilityServices@com.edu

Location: COM Doyle Family Administration Building, Student Success Center

Textbook Purchasing Statement: A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Withdrawal Policy: Students may withdraw from this course for any reason prior to the last eligible day for a "W" grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law.

Last date to withdraw from Fall 2025 with a "W":

1st 8-week session- October 1st

16-week session- November 14th

2nd 8-week session- November 25th

F_N Grading: The F_N grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The F_N grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the F_N grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an F_N grade.

Early Alert Program: The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program, you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

Resources to Help with Stress:

If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at deanofstudents@com.edu or communityresources@com.edu.

Nondiscrimination Statement:

The College District prohibits discrimination, including harassment, against any individual on the basis of race, color, religion, national origin, age, veteran status, disability, sex, sexual orientation, gender (including gender identity and gender expression), or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy.