



ITSC 1315 – 201H2
IT Project Management
Spring 2025, 3/10/2025 – 5/07/2025
7:30 p.m. – 8:50 p.m., Monday and Wednesday
STEAM Building (22) Room 146

Instructor Information:

Name: Joe Mills, M.S., PMP

Email: jmills12@com.edu

Contact phone: 281-513-5919

Office Location: 323 – Adjunct Workroom

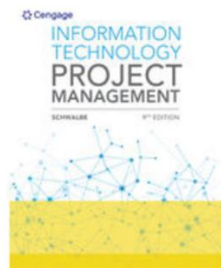
Student hours and location:

I will be available in-person approximately 20 minutes prior to and after our Monday and Wednesday classes in room S1.146.

If you need an alternate time, please send me an email to schedule one-on-one time. Make sure you plan ahead and send an email at least 48 hours prior to the time you are requesting.

Required Textbook/Materials:

Information Technology Project Management, 9th Edition



Kathy Schwalbe
ISBN-10: 1337101354
ISBN-13: 9781337101356
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The textbook is required. Throughout the course, you will regularly refer to specific sections and exercises in your textbook while discussing the concepts, practices, and tools/techniques of project management.

Course Description:

This course describes the use of project management tools for developing a project plan including timelines, milestones, scheduling life cycle phases, management frameworks, skills and processes. Students have the opportunity to accomplish the following:

- Use project management tools to plan and manage a project
- Organize and evaluate project phases
- Produce documents applicable to the project
- Determine project tasks
- Demonstrate teamwork

Course Requirements:

IT Project Management consists of lectures delivered in the classroom and hands-on exercises, worked by the students in the classroom and at home. Each student has access to a COM personal computer in the classroom. Students are also required to complete assignments outside of class, as well as work practice exercises and case studies listed for each chapter.

This class is demanding given the amount of topics covered in a relatively short period of time. In-class participation is critical to student success.

Determination of Course Grade/Detailed Grading Formula:

The grade is determined by the completion of the programming assignments, tests, class participation and discussion, and Brightspace D2L Discussion assignments, if assigned, as described in the grading formula below.

COURSE ITEM	% of Total Grade
Chapter Assignments and in-class deliverables	50%
Tests (2 tests, each worth 20% of total grade)	40%
Classroom / Brightspace Discussion and participation	10%
Total	100%

Grading Scale	
Letter Grade	Percent
A	90% - 100%
B	80% - 89%
C	70% - 79%
D	60% - 69%
F	Below 60%

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

Homework must be completed on time. Due dates will not be extended and late work will not be accepted. There are no test re-takes. See the instructor if you have a documented emergency. There is no extra credit in this course.

Attendance Policy:

All students are expected to attend all sessions in the classroom. There are no recordings of lectures and labs. If you cannot attend a class, you are still responsible for that content. Please contact a classmate to find out what you missed, and be sure to meet all deadlines, as they will not be extended.

All assignments and specific due dates are in D2L, COM's Learning Management System. Each student is expected to access D2L on a regular basis to be cognizant of all assignments. All tests are also in D2L and must be taken in the classroom. No remote submissions for tests are allowed.

Communicating with your instructor: ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means. (Faculty may add additional statement requiring monitoring and communication expectations via D2L or other LMS)

Student Learner Outcome	Maps to Core Objective	Assessed by Assignment(s)
Use project management tools to plan and manage a project	Critical Thinking	Homework assessments
Organize and evaluate project phases	Critical Thinking	In-class exercise
Produce documents applicable to the project	Empirical and Quantitative Skills	Homework assessments
Determine project tasks	Communication	In-class exercise
Demonstrate teamwork	Communication	In-class participation

Academic Dishonesty:

Any incident of academic policy 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.

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 Mr. Leslie Richardson, Math and Computer Science Department Chair, at 409-933-8329, email lrichardson@com.edu.

Course outline:

Week	Dates	Topic
1	3/10 – 3/12	Introduction and Syllabus Review Chapter 1 – Introduction to Project Management Chapter 2 – The Project Management and Information Technology Context
2	3/17 - 3/19	Spring Break – Enjoy your time off!

3	3/24 – 3/26	Chapter 2 – – The Project Management and Information Technology Context Chapter 3 – The Project Management Process Groups
4	3/31 – 4/2	Chapter 3 – The Project Management Process Groups Chapter 4 – Project Integration Management Chapter 5 – Project Scope Management
5	4/7 – 4/9	Chapter 6 – Project Schedule Management Test Review and Test Number 1. Covered are Chapters 1 through 6. Classroom only.
6	4/14 – 4/16	Chapter 7 – Project Cost Management Chapter 8 – Project Quality Management
7	4/21 – 4/23	Chapter 9 – Project Resource Management Chapter 10 – Project Communications Management
8	4/28 – 4/30	Chapter 11 – Project Risk Management Chapter 12 – Project Procurement Management
9	5/5 – 5/7	Chapter 13 – Project Stakeholder Management Test Review. Test Number 2 on Wednesday. Classroom only. Covered are Chapters 7 through 13.

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/docs/Student_Handbook_2024-2025_v2.pdf. *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. The last date to withdraw from the 1st 8-week session is February 26. The last date to withdraw from the 16-week session is April 21. The last date to withdraw for the 2nd 8-week session is April 30.

FN Grading: The FN grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The FN 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 FN grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an FN 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.

Updates to this Syllabus:

The instructor reserves the right to update this syllabus. All substantive changes will be communicated to students as soon as possible, in the classroom and through BrightSpace D2L announcements.