

Course Syllabus

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Course Information



Computer Information Technology

CIT3034: Project Management

4 Units

Summer 2026 - Hybrid - Quad 1

Time and Place:	Thursday evenings 6:00 pm – 10:00 pm
	Grossmont Community College Campus - Room 36-123
Final Exam:	July 2, 2025. 8:45 pm - A score of 50% or greater on the final exam is required to pass the course
Instructor:	Jason Sausser
Email:	jsausser@pointloma.edu
Office Hours:	By Appointment

Textbook

(Note: The print copy of the textbook for this course is lent to the students for the duration of the course. Students will be charged if the textbook is not returned at the end of the semester.)

Information Technology Project Management, 9th Edition

Kathy Schwalbe

ISBN: 978-1-337-10135-6

Needed Supplies

Access to a computer (preferably running Windows or Mac with a Windows virtual environment), standard office software, and the ability to install software on your computer. You are required to bring your computer to class to more easily start in-class assignments. You should bring your textbook to each class session. We will be using information from the textbook each week as part of in-class assignments.

Course Description

This course is designed to provide the fundamentals of project management with an emphasis on managing unique challenges of information technology (IT) projects. Students will be introduced to the IT project management process using industry-accepted methodologies. Extensive case-related work will be used to help students understand the important aspects of time, performance, cost, and risk estimation in relation to the unique conditions often present in IT projects. Each of the critical phases of the IT project management process will be reviewed in detail using practical examples from the IT industry. Students are also introduced to computer-based project management software such as MS Project. This course aligns with topics covered in the CompTIA's Project+ certification exam and the PMI's CAPM certification exam.

Course Learning Outcomes

The course is designed to help you:

1. Explain and apply project management methodologies to a given business problem.
2. Create a project plan around a given business problem.
3. Identify project risks and ways to mitigate those risks.
4. Use information management as a tool to support decision-making in business environments.
5. Write and speak about their work with precision, clarity, and organization
6. Collaborate effectively in teams.

Institutional Learning Outcomes

1. **Learning, Informed by our Faith in Christ**

Students will acquire knowledge of human cultures and the physical and natural world while developing skills and habits of the mind that foster lifelong learning.

2. **Growing, In a Christ-Centered Faith Community**

Students will develop a deeper and more informed understanding of others as they negotiate complex professional, environmental and social contexts.

3. **Serving, In a Context of Christian Faith**

Students will serve locally and/or globally in vocational and social settings.

Program Learning Outcomes

The Point Loma Nazarene University Adult Degree Completion (ADC) CIT program is designed to prepare students for expanded roles within his or her organization through enhanced abilities to:

1. Identify and evaluate Information Technology infrastructure necessary to meet an organization's business needs.
2. Develop, plan, and evaluate appropriate processes for managing information systems and information technology projects.
3. Design, develop, and evaluate software solutions to meet an organization's business needs.
4. Apply their technical knowledge to solve problems.
5. Speak about their work with precision, clarity, and organization (Oral Communication)
6. Write about their work with precision, clarity, and organization (Written Communication)

7. Collaborate effectively in teams.
8. Identify, locate, evaluate, and effectively and responsibly use and cite information for the task at hand (Information Literacy).
9. Gather relevant information, examine information and form a conclusion based on that information (Critical Thinking).
10. Understand and create arguments supported by quantitative evidence, and they can clearly communicate those arguments in a variety of formats (Quantitative Reasoning).
11. Understand the professional, ethical, legal, security, and social issues and responsibilities that come with the implementation and use of information technology.

Course Organization

Reading: The assigned reading each week should be completed before class. Lectures, class discussions, and class activities will be based on the assumption that the readings have been completed before the class of a given week.

Chapter Quizzes: Quizzes are open book and will focus on having read and understood the reading assignment. Quizzes will be taken online using Canvas before class and will be available a week before they are due. Each quiz will have 10 questions, and students will have 10 minutes to complete the quiz. Each quiz is due before we discuss the topic in class. This is to encourage students to complete the reading prior to class discussion. Students will be given multiple attempts at the quiz, and the answers to the quiz will be viewable after the completion of the quiz. Missed quizzes will receive zero points, and there will be no make-up for missed quizzes.

In-Class Activities/Homework: Each week, we will have activities that will be started in class and sometimes completed outside of class and due before the end of the week. These assignments will vary each week but will include case study reviews and reflections, quick thinking analysis, and activity reports.

Personal Health App Team Project Case Assignments: Throughout the course, teams will complete a group assignment as outlined in Canvas. Teams may consist of two to four students. Assignments will be delivered as a team, and the team will generally receive a common grade for the assignment. A team participation report will be included with each assignment. The instructor may reduce points for a given team member who does not attend weekly team meetings or fully participate in the team assignments.

Course Project Report: Each student will find a real IT project at a company and report the details of that project as a term report. Drafts of the report will be due throughout the course. Details of what is required in the report drafts and the final report will be provided in class.

Final Exam: A final exam will be given in class. The final exam will cover all material throughout the course. The exams will be closed book and closed note and will include multiple choice, short answer, and problem-solving questions. **If you will miss an exam for a school function, you must make arrangements to take it in advance. If you ever miss an exam without giving the instructor prior notice, there is a good chance you will receive a zero unless, of course, there was clearly an emergency. Exams in the course must be taken using the host operating system. Taking the exam using a Virtual Machine is prohibited unless instructed by the course instructor.**

Email and Messages

Students are expected to regularly use their PLNU e-mail. The instructor will periodically send you information and updates via e-mail and/or canvas. Students must activate their PLNU e-mail account a week prior to the first class session if they are not currently using it.

Grading

Activity	Points	Percent
Weekly Discussion Questions and Online Discussion	85	8%
Reading Quizzes - Syllabus Quiz	140	13%
In Class / Homework Assignments [Individual]	150	16%
Personal Health App Team Project Case	240	25%
Course Project Report	135	14%
Final Exam	245	24%
Total	995	100%

Grading Scale:

Students must earn 60% or more of the available points in the class and 50% or more of the points on the final exam to earn a passing grade in the course.

The grading scale for the course, in percentages of the maximum 1044 points, is:

A	92 - 100%	C	72 - 76.9%
A-	90 - 91.9%	C-	70 - 71.9%
B+	87 - 89.9%	D+	67 - 69.9%
B	82 - 86.9%	D	62 - 66.9%
B-	80 - 81.9%	D-	60 - 61.9%
C+	77 - 79.9%	F	0 - 59.9%

Credit Hour Information: Distribution of Student Learning Hours

In the interest of providing sufficient time to accomplish the stated course learning outcomes, this class meets the PLNU credit hour policy for a 4-unit class delivered over 7 weeks. Specific details about how the class meets the

credit hour requirements can be provided upon request. It is anticipated that you will spend a minimum of 37.5 participation hours per credit hour in your course. The estimated time expectations for this course are shown below:

Activity	Hours
Reading and Online Quizzes	36
In-Class Meetings and Exams	28
In-Class Activities	18
Healthcare App Team Case Project	48
Project Plan Report	15
Exams Preparation	5
TOTAL	150

Late Homework

Reading Quizzes are not accepted late. If you fail to take the reading quiz before the due date/time, you will receive a zero for the quiz. Other assignments can be submitted late but will receive a 10% point deduction for each day late (24-hour period after the due date/time). Late assignments will not be accepted more than four days late. No assignment will be accepted after the last day of class.

Technical Support

Please contact IT Services (ITS) at 619-849-2222 for technical support if your account gets locked out or you need a password reset. If you call after hours (between 6 pm and 11 pm), and the matter is urgent, you may leave a voicemail message and mark the message as urgent. The on-call technician will respond to you within 30 minutes.

University Mission

To Teach ~ To Shape ~ To Send

Point Loma Nazarene University exists to provide higher education in a vital Christian community where minds are engaged and challenged, character is modeled and formed, and service becomes an expression of faith. Being of

Wesleyan heritage, we aspire to be a learning community where grace is foundational, truth is pursued, and holiness is a way of life.

Department Mission

The Mathematical, Information, and Computer Sciences department at Point Loma Nazarene University is committed to maintaining a curriculum that provides its students with the tools to be productive, the passion to continue learning, and Christian perspectives to provide a basis for making sound value judgments.

Class Enrollment

It is the student's responsibility to maintain his/her class schedule. Should the need arise to drop this course (personal emergencies, poor performance, etc.), the student has the responsibility to follow through (provided the drop date meets the stated calendar deadline established by the university), not the instructor. Simply ceasing to attend this course or failing to follow through to arrange for a change of registration (drop/add) may easily result in a grade of F on the official transcript.

PLNU Attendance and Participation Policy

Regular and punctual attendance at all class sessions is considered essential to optimum academic achievement. Therefore, regular attendance and participation in each course are minimal requirements.

If the student is absent for more than 10 percent of class sessions, the faculty member will issue a written warning of de-enrollment. If the absences exceed 20 percent, the student may be de-enrolled without notice until the university withdrawal date or, after that date, receive an "F" grade.

Students who anticipate being absent for an entire week of a course should contact the instructor in advance for approval and make arrangements to complete the required coursework and/or alternative assignments assigned at the discretion of the instructor. Acceptance of late work is at the discretion of the instructor and does not waive attendance requirements.

Refer to [Academic Policies](https://pointloma-public.courseleaf.com/aug-catalog/academic-general-policies/)  (<https://pointloma-public.courseleaf.com/aug-catalog/academic-general-policies/>) for additional details.

Academic Accommodations

PLNU is committed to providing equal opportunity for participation in all its programs, services, and activities in accordance with the Americans with Disabilities Act (ADA). Students with disabilities may request course-related accommodations by contacting the Educational Access Center (EAC), located in the Bond Academic Center (EAC@pointloma.edu (<mailto:EAC@pointloma.edu>) or 619-849-2486). Once a student's eligibility for an accommodation has been determined, the EAC will work with the student to create an Accommodation Plan (AP) that outlines allowed accommodations. The EAC makes accommodations available to professors at the student's request.

PLNU highly recommends that students speak with their professors during the first two weeks of each semester/term about the implementation of their AP in that particular course. Accommodations are not retroactive

So clarifying with the professor at the outset is one of the best ways to promote positive academic outcomes.

Students who need accommodations for a disability should contact the EAC as early as possible (i.e., ideally before the beginning of the semester) to ensure appropriate accommodations can be provided. It is the student's responsibility to make the first contact with the EAC. Students cannot assume that because they had accommodations in the past, their eligibility at PLNU is automatic. All determinations at PLNU must go through the EAC process. This is to protect the privacy of students with disabilities who may not want to disclose this information and are not asking for any special accommodations.

Artificial Intelligence (AI) Policy

You are allowed to use Artificial Intelligence (AI) tools (e.g., ChatGPT, Gemini Pro 1.5, GrammarlyGo, Perplexity, etc) to generate ideas, but you are not allowed to use AI tools to generate content (text, video, audio, images) that will end up in any work submitted to be graded for this course. If you have any doubts about using AI, please gain permission from the instructor.

Email and Messages

It is expected that students regularly use email. The instructor will periodically send you information and updates via e-mail and/or via Canvas. In the first week of class, you **must** activate your PLNU e-mail account if you are not currently using it. Please send questions about specific problems or course details to the instructor by posting them in Canvas so that all members of the class can see the response.

Additional Syllabus Information

Additional PLNU policies and practices that apply to this course can be found [HERE](#) 

(<https://docs.google.com/document/d/1kWXiOwPBL5ErYmtZr3xIYH0T-ULM9Bs3kfv-axsWJH8/edit?usp=sharing>)

Course Summary:

Date	Details	Due
Fri May 15, 2026	 Project Management Course Welcome Discussion - Not Accepted Late (https://canvas.pointloma.edu/courses/86084/assignments/1311569)	due by 11:59pm
	  Signup for Personal Health App Project Groups	to do: 11:59pm

Date	Details	Due
Sun May 17, 2026	 Install and Test Course Software - Not accepted late (https://canvas.pointloma.edu/courses/86084/assignments/1311583) 	due by 11:59pm
	 Response Post Reminder	to do: 11:59pm
	 Syllabus Quiz - Not accepted late (https://canvas.pointloma.edu/courses/86084/assignments/1311673) 	due by 11:59pm
Wed May 20, 2026	 Week 02 Question - Due 24 hours before class (https://canvas.pointloma.edu/courses/86084/assignments/1311568) 	due by 6pm
Thu May 21, 2026	 Chapter 01 Quiz (https://canvas.pointloma.edu/courses/86084/assignments/1311549) 	due by 6pm
	 Chapter 02 Quiz (https://canvas.pointloma.edu/courses/86084/assignments/1311558) 	due by 6pm
Wed May 27, 2026	 Week 03 Question - Due 24 hours before class (https://canvas.pointloma.edu/courses/86084/assignments/1311567) 	due by 6pm
Thu May 28, 2026	 Chapter 03 Quiz (https://canvas.pointloma.edu/courses/86084/assignments/1311546) 	due by 6pm
	 Chapter 04 Quiz (https://canvas.pointloma.edu/courses/86084/assignments/1311559) 	due by 6pm
	 Chapter 13 Quiz (https://canvas.pointloma.edu/courses/86084/assignments/1311555) 	due by 6pm
	 Ethics - System Reliability (https://canvas.pointloma.edu/courses/86084/assignments/1311571) 	due by 6pm

Date	Details	Due
	 In Class / Homework Assignment Week 2 [Individual] https://canvas.pointloma.edu/courses/86084/assignments/1311572 	due by 6pm
	 Individual Project Report Draft https://canvas.pointloma.edu/courses/86084/assignments/1311581 	due by 6pm
	 Week 04 Question - Due 24 hours before class https://canvas.pointloma.edu/courses/86084/assignments/1311566 	due by 6pm
Wed Jun 3, 2026	 Chapter 05 Quiz https://canvas.pointloma.edu/courses/86084/assignments/1311552 	due by 6pm
	 Chapter 06 Quiz https://canvas.pointloma.edu/courses/86084/assignments/1311562 	due by 6pm
	 Individual Project Report - Draft 1 https://canvas.pointloma.edu/courses/86084/assignments/1311578 	due by 6pm
Thu Jun 4, 2026	 Personal Health App Team Project Case - Part 1. https://canvas.pointloma.edu/courses/86084/assignments/1311585 	due by 6pm
	 In Class / Homework Assignment Week 3 [Individual] https://canvas.pointloma.edu/courses/86084/assignments/1311573 	due by 11:59pm
	 Week 05 Question - Due 24 hours before class https://canvas.pointloma.edu/courses/86084/assignments/1311565 	due by 6pm
Wed Jun 10, 2026		
Thu Jun 11, 2026	 Chapter 07 Quiz https://canvas.pointloma.edu/courses/86084/assignments/1311554 	due by 6pm

Date	Details	Due
	 Chapter 08 Quiz https://canvas.pointloma.edu/courses/86084/assignments/1311556 	due by 6pm
	 In Class / Homework Assignment Week 4 [Individual] https://canvas.pointloma.edu/courses/86084/assignments/1311574 	due by 6pm
	 Mid-Course Survey https://canvas.pointloma.edu/courses/86084/assignments/1311557 	due by 6pm
	 Personal Health App Team Project Case - Part 2. https://canvas.pointloma.edu/courses/86084/assignments/1311586 	due by 6pm
Wed Jun 17, 2026	 Week 06 Question - Due 24 hours before class https://canvas.pointloma.edu/courses/86084/assignments/1311564 	due by 6pm
Thu Jun 18, 2026	 Chapter 09 Quiz https://canvas.pointloma.edu/courses/86084/assignments/1311561 	due by 6pm
	 Chapter 10 Quiz https://canvas.pointloma.edu/courses/86084/assignments/1311553 	due by 6pm
	 Ethics - Ethical Professionalism https://canvas.pointloma.edu/courses/86084/assignments/1311570 	due by 6pm
	 In Class / Homework Assignment Week 5 [Individual] https://canvas.pointloma.edu/courses/86084/assignments/1311575 	due by 6pm
	 Personal Health App Team Project Case - Part 3. https://canvas.pointloma.edu/courses/86084/assignments/1311587 	due by 6pm

Date	Details	Due
Wed Jun 24, 2026	 Week 07 Question - Due 24 hours before class (https://canvas.pointloma.edu/courses/86084/assignments/1311563) 	due by 6pm
	 Chapter 11 Quiz (https://canvas.pointloma.edu/courses/86084/assignments/1311551) 	due by 6pm
Thu Jun 25, 2026	 Chapter 12 Quiz (https://canvas.pointloma.edu/courses/86084/assignments/1311560) 	due by 6pm
	 In Class / Homework Assignment Week 6 [Individual] (https://canvas.pointloma.edu/courses/86084/assignments/1311576) 	due by 6pm
	 Individual Project Report - Draft 2 (https://canvas.pointloma.edu/courses/86084/assignments/1311579) 	due by 6pm
	 Personal Health App Team Project Case - Part 4. (https://canvas.pointloma.edu/courses/86084/assignments/1311588) 	due by 6pm
Wed Jul 1, 2026	 Individual Project Report Presentation - Due 24 hours before class (https://canvas.pointloma.edu/courses/86084/assignments/1311582) 	due by 6pm
Thu Jul 2, 2026	 In Class / Homework Assignment Week 7 [Individual] (https://canvas.pointloma.edu/courses/86084/assignments/1311577) 	due by 6pm
	 Individual Project Report - Final (https://canvas.pointloma.edu/courses/86084/assignments/1311580) 	due by 6pm

Date	Details	Due
	 Official Course Evaluation https://canvas.pointloma.edu/courses/86084/assignments/1311584 	due by 6pm
	 Personal Health App Team Project Case - Part 5. https://canvas.pointloma.edu/courses/86084/assignments/1311589 	due by 6pm
	 Teamwork survey. https://canvas.pointloma.edu/courses/86084/assignments/1311590 	due by 6pm
	 Final Exam https://canvas.pointloma.edu/courses/86084/assignments/1311548 	due by 10pm
	 Individual Final Exam - Part 1 Closed Book https://canvas.pointloma.edu/courses/86084/assignments/1311595 	due by 10pm
	 Individual Final Exam - Part 2 - Limited Open Sources with no Internet Search or AI. https://canvas.pointloma.edu/courses/86084/assignments/1311594 	due by 10pm