Course Syllabus

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Course Information

POINT 1902 LOMA NAZARENE UNIVERSITY **School of STEM**	**Computer Information Technology** **CIT3034: Project Management** **4 Units**
Fall 2026 - Hybrid - Quad 2	

Time and Place: Thursday evenings 6:00 PM – 10:00 PM

Miracosta College room OC4803A

Instructor: David Frost (858) 925.3895

dfrost@pointloma.edu office: Online

Final Exam: Dec. 17, 2026 9 PM **A score of 50% or greater on the final exam is required to pass the course**

Office Hours: By Appointment

Students are welcome to contact me via email and schedule an appointment at any time, as I am available. Appointments can be face-to-face in my office, on the phone, or via a video conference call.

Text: (Note: the print copy 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 a 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 sessions. We will be using information from the textbook each week as part of in class assignments.

Catalog 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.

Objectives:

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.

Program Learning Outcomes Assessed in this Course:

Outcome: Students will collaborate effectively in teams.

Assessment Tool: Team Survey Responses

Course Organization:

Reading: The assigned reading each week should be completed before class. Lecture, class discussion and class activities will be based on the assumption that the reading has 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 quiz answers 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 review 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, and 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 the 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**

During an exam, where Honorlock is being used, the screen recording must remain on for the entire exam. If there is a technical problem or the Honorlock exam recording is stopped, please let your instructor know immediately, so it can be restarted. If the Honorlock recording is stopped for more than 2 minutes cumulatively during the exam, the instructor can deduct up to 30% of the points from the total score of the exam. Any academic misconduct discovered during the exam will result in a failing grade in the course

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 you are not currently using it.

Grading:

Students must earn 60% or more in the course to earn a passing grade of "D-".

Activity	**Points**	**Percent**
Weekly Discussion Questions and Online Discussion and Activity	105	10%
Reading Quizzes	130	13%
In Class / Homework Assignments [Individual]	150	15%
Personal Health App Team Project Case	240	24%
Course Project Report	135	13%
Final Exam	245	24%
Total	**1005**	**100%**

Grading Scale:

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

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.

A	92.50 - 100%	**C**	72.50 - 77.49%
A-	90.00 - 92.49%	**C-**	70.00 - 72.49%
B+	87.50 - 89.99%	**D+**	67.50 - 69.99%
B	82.50 - 87.49%	**D**	62.50 - 66.49%
B-	80.00 - 82.49%	**D-**	60.00 - 62.49%
C+	77.50 - 79.99%	**F**	0 - 59.99%

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/Classwork:

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.

Attendance:

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/)** for additional details.

Classroom Etiquette:

Students are expected to actively engage in an adult learning environment. Behaviors that disrupt the classroom environment and interfere with the learning of others are prohibited. Examples include talking with other students during a presentation or when others are speaking, texting, gaming, internet browsing, or reading non-course related materials. All pagers, cellphones, and other electronic communication devices will be turned off at the beginning of class. Tablets and computers are allowed in class for note-taking, quizzes, and lab purposes only, unless otherwise directed by the instructor. Arriving late and leaving early are strongly discouraged and disruptive to the class.

Respect others' opinions. Be considerate while your peers are speaking and actively engage them only when they have completed their point. Discourteous comments and side conversations will not be tolerated and will be addressed openly and directly by the instructor. Should a student's behavior become disruptive to the productivity of the course he/she will be asked to leave the classroom and not receive credit for attendance.

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 on the PL campus, the first floor of the Balboa campus, and the second floor of the Mission Valley campus. For all students, including the Bakersfield campus, virtual appointments are available. You can reach the Educational Access Center (EAC) by email or phone at **619-849-2533 (tel:(619)%20849-2533)** . Students can access both requests for and evidence of disability through the Accommodate link off the main page of OneLogin. 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 approved accommodations. Professors are able to view a student's approved accommodations through Accommodate.

PLNU highly recommends that students speak with their professors during the first two weeks of each semester/term about the implementation of their approved accommodations in that particular course. Accommodations are not retroactive; as such, 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-related need should contact the EAC as early as possible (i.e., ideally before the beginning of the semester) to assure appropriate accommodations can be provided. In accordance with ADA, accommodations cannot constitute a fundamental alteration to course outcomes; therefore, planning ahead is vital in establishing appropriate accommodations for equal access to this course. 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 eligibility 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 accommodations.

Artificial Intelligence (AI) Policy:

You are allowed to use Artificial Intelligence (AI) tools (e.g., ChatGPT, Gemini, Claude, 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.

Some Tips About This Class:

- Set aside at least one to two hours each week to complete learning sessions.
- Quizzes and assignments can be redone as many times as you like. Maximize your points by redoing assignments that do not receive full credit.
- If you have a question, ***ASK***.

Assignments-at-a-Glance

The course summary below lists our assignments and their due dates. Click on any assignment to review it.

Additional Syllabus Information

Additional PLNU policies and practices that apply to this course can be found **HERE** **(https://docs.google.com/document/d/1kWXiOwPBL5ErYmtZr3xlYH0T-ULM9Bs3kfv-axsWJH8/edit?usp=sharing)**

Course Summary:

Date	Details	Due
Sun Oct 25, 2026	**Week 01 Overview**	to do: 11:59pm
Wed Oct 28, 2026	**Week 01 Question - Due 24 hours before class** **(https://canvas.pointloma.edu/courses/88909/assignments/1381485)**	due by 6pm
Thu Oct 29, 2026	**CIT3034-21 FA23 - Project Management** **(https://canvas.pointloma.edu/calendar?event_id=192922&include_contexts=course_88909)**	6pm to 10:15pm
	Academic Honesty Verification Statement **(https://canvas.pointloma.edu/courses/88909/assignments/1381482)**	due by 6pm

Date	Details	Due
	Chapter 01 Quiz (https://canvas.pointloma.edu/courses/88909/assignments/1381522)	due by 6pm
	Chapter 02 Quiz (https://canvas.pointloma.edu/courses/88909/assignments/1381523)	due by 6pm
	Signup for Personal Health App Project Groups	to do: 6pm
Sun Nov 1, 2026	Week 02 Overview	to do: 11:59pm
Wed Nov 4, 2026	Week 02 Question - Due 24 hours before class (https://canvas.pointloma.edu/courses/88909/assignments/1381486)	due by 6pm
	Chapter 03 Quiz (https://canvas.pointloma.edu/courses/88909/assignments/1381524)	due by 6pm
	Chapter 04 Quiz (https://canvas.pointloma.edu/courses/88909/assignments/1381525)	due by 6pm
	Chapter 13 Quiz (https://canvas.pointloma.edu/courses/88909/assignments/1381528)	due by 6pm
Thu Nov 5, 2026	Ethics - System Reliability (https://canvas.pointloma.edu/courses/88909/assignments/1381492)	due by 6pm
	In Class / Homework Assignment Week 1 [Individual] (https://canvas.pointloma.edu/courses/88909/assignments/1381493)	due by 6pm
	Individual Project Report Initial Report (https://canvas.pointloma.edu/courses/88909/assignments/1381502)	due by 6pm

Date	Details	Due
Sun Nov 8, 2026	Week 03 Overview	to do: 11:59pm
Wed Nov 11, 2026	Week 03 Question - Due 24 hours before class (https://canvas.pointloma.edu/courses/88909/assignments/1381487)	due by 6pm
Thu Nov 12, 2026	Chapter 05 Quiz (https://canvas.pointloma.edu/courses/88909/assignments/1381526)	due by 6pm
	Chapter 06 Quiz (https://canvas.pointloma.edu/courses/88909/assignments/1381527)	due by 6pm
	In Class / Homework Assignment Week 2 [Individual] (https://canvas.pointloma.edu/courses/88909/assignments/1381494)	due by 6pm
	Personal Health App Team Project Case - Part 1. (https://canvas.pointloma.edu/courses/88909/assignments/1381505)	due by 6pm
	CIT3034-23 FA24 - Project Management (https://canvas.pointloma.edu/calendar?event_id=192923&include_contexts=course_88909)	6:15pm to 6:45pm
Sun Nov 15, 2026	Week 04 Overview	to do: 11:59pm
Wed Nov 18, 2026	Week 04 Question - Due 24 hours before class (https://canvas.pointloma.edu/courses/88909/assignments/1381488)	due by 6pm
Thu Nov 19, 2026	Chapter 07 Quiz (https://canvas.pointloma.edu/courses/88909/assignments/1381475)	due by 6pm
	Chapter 08 Quiz (https://canvas.pointloma.edu/courses/88909/assignments/1381480)	due by 6pm

Date	Details	Due
	In Class / Homework Assignment Week 3 [Individual] (https://canvas.pointloma.edu/courses/88909/assignments/1381495)	due by 6pm
	Individual Project Report - Draft 1 (https://canvas.pointloma.edu/courses/88909/assignments/1381499)	due by 6pm
	Mid-Course Survey (https://canvas.pointloma.edu/courses/88909/assignments/1381479)	due by 6pm
	Personal Health App Team Project Case - Part 2. (https://canvas.pointloma.edu/courses/88909/assignments/1381506)	due by 6pm
Sun Nov 22, 2026	Week 05 Overview	to do: 11:59pm
Fri Nov 27, 2026	Project Management Course Insights Discussion - Not accepted late (https://canvas.pointloma.edu/courses/88909/assignments/1381484)	due by 11:59pm
	Ethical Professionalism - Individual Response (https://canvas.pointloma.edu/courses/88909/assignments/1381491)	due by 11:59pm
Sun Nov 29, 2026	Watch and Review a real-life PM movie - Not accepted late (https://canvas.pointloma.edu/courses/88909/assignments/1381511)	due by 11:59pm
	Response Post Reminder	to do: 11:59pm
	Week 06 Overview	to do: 11:59pm
Wed Dec 2, 2026	Week 06 Question - Due 24 hours before class (https://canvas.pointloma.edu/courses/88909/assignments/1381489)	due by 6pm

Date	Details	Due
Thu Dec 3, 2026	CIT3034-23 FA24 - Project Management (https://canvas.pointloma.edu/calendar?event_id=192921&include_contexts=course_88909)	6pm to 8pm
	Chapter 09 Quiz (https://canvas.pointloma.edu/courses/88909/assignments/1381478)	due by 6pm
	Chapter 10 Quiz (https://canvas.pointloma.edu/courses/88909/assignments/1381476)	due by 6pm
	In Class / Homework Assignment Week 4 [Individual] (https://canvas.pointloma.edu/courses/88909/assignments/1381496)	due by 6pm
	Personal Health App Team Project Case - Part 3. (https://canvas.pointloma.edu/courses/88909/assignments/1381507)	due by 6pm
Sun Dec 6, 2026	Week 07 Overview	to do: 11:59pm
Wed Dec 9, 2026	Week 07 Question - Due 24 hours before class (https://canvas.pointloma.edu/courses/88909/assignments/1381490)	due by 6pm
Thu Dec 10, 2026	Chapter 11 Quiz (https://canvas.pointloma.edu/courses/88909/assignments/1381474)	due by 6pm
	Chapter 12 Quiz (https://canvas.pointloma.edu/courses/88909/assignments/1381481)	due by 6pm
	In Class / Homework Assignment Week 6 [Individual] (https://canvas.pointloma.edu/courses/88909/assignments/1381497)	due by 6pm
	Individual Project Report - Draft 2 (https://canvas.pointloma.edu/courses/88909/assignments/1381500)	due by 6pm

Date	Details	Due
		
	Personal Health App Team Project Case - Part 4. (https://canvas.pointloma.edu/courses/88909/assignments/1381508) 	due by 6pm
Sun Dec 13, 2026	Week 08 Overview	to do: 11:59pm
Wed Dec 16, 2026	Individual Project Report Presentation - Due 24 hours before class (https://canvas.pointloma.edu/courses/88909/assignments/1381503) 	due by 6pm
Thu Dec 17, 2026	In Class / Homework Assignment Week 7 [Individual] (https://canvas.pointloma.edu/courses/88909/assignments/1381498) 	due by 6pm
	Individual Project Report - Final (https://canvas.pointloma.edu/courses/88909/assignments/1381501) 	due by 6pm
	Official Course Evaluation (https://canvas.pointloma.edu/courses/88909/assignments/1381504) 	due by 6pm
	Personal Health App Team Project Case - Part 5 (with challenge addition of an OKR form). (https://canvas.pointloma.edu/courses/88909/assignments/1381509) 	due by 6pm
	Teamwork survey (https://canvas.pointloma.edu/courses/88909/assignments/1381510) 	due by 6pm
	Individual Final Exam - Part 1 Closed Book (https://canvas.pointloma.edu/courses/88909/assignments/1381477) 	due by 10pm
	Individual Final Exam Part 2 - Limited Open Sources. AI is off-limits.	due by 10:30pm

Date	Details	Due
	(https://canvas.pointloma.edu/courses/88909/assignments/1381483) 	