

Course Syllabus

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Point Loma Nazarene University

ISS3042 Project Management and Quality Assurance

Fall 2022- 2 Credit Hours

Time and Place: Tuesday and Thursday, 11am - 11:55am

Latter Hall 101

Instructor:

Dr. Mike Leih

mleih@pointloma.edu

office: RS240

Dr. Leih is available at these times for Office Hours:

M,T,W 1:30pm - 3:30pm (Except on occasion when other activities have been unavoidable - Check google calendar for current office hours each week)

Anytime as needed and I am available via Zoom. Please check google calendar to find an available time and request a meeting.

Required Text:

Information Technology Project Management, 9th Edition

Kathy Schwalbe

ISBN: 978-1-337-10135-6

Optional Text:

CompTIA Project+ Study Guide: Exam PK0-004, 2nd Edition (optional)

Kim Heldman

ISBN: 978-1-119-28052-1

Needed Supplies:

Access to a computer with Microsoft 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 discusses the processes, methods, techniques and tools that organizations use to manage their information systems and software development projects. This course covers a systematic methodology for initiating, planning, executing, controlling, and closing projects. It also looks at techniques including unit testing for quality assurance.

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.

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 two 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 which will be started in class and sometime 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 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.

Midterm: The midterm is scheduled for **October 20** and will cover all lecture, discussion, and homework material to that point. These may have “how-to” questions on them, but will also ask questions about the appropriateness or ethical use in a particular situation. If you will miss the midterm for a school function, you must arrange to take it in advance. If you miss the exam without giving prior notice, there is a good chance you will receive a zero unless, of course, there was clearly an emergency.

Final Exam: Date and Time: The cumulative final exam is scheduled for the Tuesday of finals week at 10:30am. It will be cumulative for the entire course and contain questions similar to those on both the midterm and tests. The final exam date and time is set by the university at the beginning of the semester and may not be changed by the instructor. This schedule can be found on the university website and in the course calendar. No requests for early examinations will be approved. Only in the case that a student is required to take three exams during the same day of finals week, is an instructor authorized to consider changing the exam date and time for that particular student.

Alternative Final Exam: This course will cover the majority of the knowledge domains tested on the CompTIA Project+ certification exam. Any student who takes and passes the CompTIA Project+ certification exam prior to the final exam will receive full credit on the final exam plus 100 extra credit points. (Students who already have a current Project+ certification, are not eligible.) The cost to take the CompTIA certification exam is \$168.00 (subject to change). Students must have faithfully participated in team assignments to be eligible for this option. Students can purchase up to four discounted exam vouchers at <https://academic-store.comptia.org> if they register with the site using their PLNU email.

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:

| Activity | Points | Percent |
|--|------------|-------------|
| Chapter Discussion Questions | 65 | 7% |
| Chapter Reading Quizzes | 130 | 14% |
| In Class / Homework Assignments [Individual] | 140 | 15% |
| Personal Health App Team Project Case | 265 | 28% |
| Mid Term | 100 | 11% |
| Final Exam | 230 | 25% |
| Total | 920 | 100% |

Grading Scale:

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% |
| | | D+ | 67 - 69.9% |

| | | | |
|-----------|------------|-----------|------------|
| B+ | 87 - 89.9% | | |
| 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 2-unit class delivered over 15 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 | 26 |
| In-Class Meetings and Activities | 30 |
| Healthcare App Team Case Project | 15 |
| Exams Preparation | 4 |
| TOTAL | 75 |

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.

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:

Attendance is expected at each class session. In the event of an absence you are responsible for the material covered in class and the assignments given that day.

Regular and punctual attendance at all classes is considered essential to optimum academic achievement. If the student is absent from more than 10 percent of class meetings, the faculty member can file a written report which may result in de-enrollment. If the absences exceed 20 percent, the student may be de-enrolled without notice until the university drop date or, after that date, receive the appropriate grade for their work and participation.

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 other's 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.

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.

Academic Accommodations:

PLNU is committed to providing equal opportunity for participation in all its programs, services, and activities. Students with disabilities may request course-related accommodations by contacting the Educational Access Center (EAC), located in the Bond Academic Center (EAC@pointloma.edu or 619-849-2486). Once a student's eligibility for an accommodation has been determined, the EAC will issue an academic accommodation plan ("AP") to all faculty who teach courses in which the student is enrolled each semester.

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 and/or if they do not wish to utilize some or all of the elements of their AP in that course.

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 assure appropriate accommodations can be provided. It is the student's responsibility to make the first contact with the EAC.

Academic Honesty:

Students should demonstrate academic honesty by doing original work and by giving appropriate credit to the ideas of others. Academic dishonesty is the act of presenting information, ideas, and/or concepts as one's own when in reality they are the results of another person's creativity and effort. A faculty member who believes a situation involving academic dishonesty has been detected may assign a failing grade for that assignment or examination, or, depending on the seriousness of the offense, for the course. Faculty should follow and students may appeal using the procedure in the university Catalog. See Academic Policies in the Graduate and Professional Studies Catalog for definitions of kinds of academic dishonesty and for further policy information.

Sexual Misconduct and Discrimination:

Point Loma Nazarene University faculty are committed to helping create a safe learning environment for all students. If you (or someone you know) have experienced any form of sexual discrimination or misconduct, including sexual assault, dating or domestic violence, or stalking, know that help and support are available through the [Title IX Office \(https://www.pointloma.edu/title-ix\)](https://www.pointloma.edu/title-ix). Please be aware that under Title IX of the Education Amendments of 1972, it is required to disclose information about such misconduct to the Title IX Office.

If you wish to speak to a confidential employee who does not have this reporting responsibility, you can contact Counseling Services at counselingservices@pointloma.edu

<mailto:counselingservices@pointloma.edu>) or find a list of campus pastors at the [Title IX Office | Get Help Now](#) (<https://www.pointloma.edu/title-ix/get-help-now>)






Copyright Protected Materials:












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State Authorization:












State authorization is a formal determination by a state that Point Loma Nazarene University is approved to conduct activities regulated by that state. In certain states outside California, Point Loma Nazarene University is not authorized to enroll online (distance education) students. If a student moves to another state after admission to the program and/or enrollment in an online course, continuation within the program and/or course will depend on whether Point Loma Nazarene University is authorized to offer distance education courses in that state. It is the student's responsibility to notify the institution of any change in his or her physical location. Refer to the map on [State Authorization](#) (<https://www.pointloma.edu/offices/office-institutional-effectiveness-research/disclosures>) to view which states allow online (distance education) outside of California.











Course Summary:

| Date | Details | Due |
|------------------|--|----------------|
| Sun Sep 4, 2022 |  Install and Test Course Software (https://canvas.pointloma.edu/courses/63300/assignments/812252) | due by 11:59pm |
| Mon Sep 5, 2022 |  Signup for Personal Health App Project Groups | to do: 11:59pm |
| Tue Sep 6, 2022 |  Chapter 01 Question - Due Tuesday by 6 am (https://canvas.pointloma.edu/courses/63300/assignments/830125) | due by 6am |
| |  Chapter 01 Quiz (https://canvas.pointloma.edu/courses/63300/assignments/812219) | due by 11am |
| Tue Sep 13, 2022 |  Chapter 02 Question - Due Tuesday by 6 am (https://canvas.pointloma.edu/courses/63300/assignments/830127) | due by 6am |

| Date | Details | Due |
|------|---|-------------|
| |  In Class / Homework Assignment Chapter 01 [Individual] https://canvas.pointloma.edu/courses/63300/assignments/812241 | due by 6am |
| |  Chapter 02 Quiz https://canvas.pointloma.edu/courses/63300/assignments/812223 | due by 11am |
| |  Chapter 03 Question - Due Tuesday by 6 am https://canvas.pointloma.edu/courses/63300/assignments/830128 | due by 6am |
| |  In Class / Homework Assignment Chapter 02 [Individual] https://canvas.pointloma.edu/courses/63300/assignments/825284 | due by 6am |
| |  Chapter 03 Quiz https://canvas.pointloma.edu/courses/63300/assignments/812225 | due by 11am |
| |  Ethics - System Reliability https://canvas.pointloma.edu/courses/63300/assignments/812240 | due by 11am |
| |  Chapter 04 Question - Due Tuesday by 6 am https://canvas.pointloma.edu/courses/63300/assignments/830129 | due by 6am |
| |  In Class / Homework Assignment Chapter 03 [Individual] https://canvas.pointloma.edu/courses/63300/assignments/825285 | due by 6am |
| |  Chapter 04 Quiz https://canvas.pointloma.edu/courses/63300/assignments/812217 | due by 11am |
| |  Chapter 05 Question - Due Tuesday by 6 am https://canvas.pointloma.edu/courses/63300/assignments/830130 | due by 6am |
| |  Personal Health App Team Project Case - Part 1. https://canvas.pointloma.edu/courses/63300/assignments/812254 | due by 6am |

| Date | Details | Due |
|------------------|--|----------------|
| |  Chapter 05 Quiz https://canvas.pointloma.edu/courses/63300/assignments/812221 | due by 11am |
| |  Chapter 06 Question - Due Tuesday by 6 am https://canvas.pointloma.edu/courses/63300/assignments/830131 | due by 6am |
| |  Personal Health App Team Project Case - Part 2. https://canvas.pointloma.edu/courses/63300/assignments/812255 | due by 6am |
| Tue Oct 11, 2022 |  Chapter 06 Quiz https://canvas.pointloma.edu/courses/63300/assignments/812229 | due by 11am |
| |  Official Course Evaluation https://canvas.pointloma.edu/courses/63300/assignments/812253 | due by 6pm |
| |  Teamwork survey https://canvas.pointloma.edu/courses/63300/assignments/812259 | due by 6pm |
| |  Chapter 13 Question - Due Tuesday by 6 am https://canvas.pointloma.edu/courses/63300/assignments/830132 | due by 6am |
| Tue Oct 18, 2022 |  Personal Health App Team Project Case - Part 3. https://canvas.pointloma.edu/courses/63300/assignments/812256 | due by 6am |
| |  Chapter 13 Quiz https://canvas.pointloma.edu/courses/63300/assignments/812218 | due by 11am |
| Thu Oct 20, 2022 |  Mid-Term Exam https://canvas.pointloma.edu/courses/63300/assignments/830266 | due by 11:50am |
| |  Mid-Course Survey https://canvas.pointloma.edu/courses/63300/assignments/812228 | due by 6pm |
| Tue Oct 25, 2022 |  Chapter 07 Question - Due Tuesday by 6 am https://canvas.pointloma.edu/courses/63300/assignments/830134 | due by 6am |

| Date | Details | Due |
|------------------|--|-------------|
| |  Mid-Term Team Member Evaluation (https://canvas.pointloma.edu/courses/63300/assignments/830263) | due by 6am |
| |  Personal Health App Team Project Case - Part 4. (https://canvas.pointloma.edu/courses/63300/assignments/812257) | due by 6am |
| |  Chapter 07 Quiz (https://canvas.pointloma.edu/courses/63300/assignments/812224) | due by 11am |
| |  Chapter 08 Question - Due Tuesday by 6 am (https://canvas.pointloma.edu/courses/63300/assignments/830135) | due by 6am |
| |  Ethics - Ethical Professionalism (https://canvas.pointloma.edu/courses/63300/assignments/812239) | due by 6am |
| Tue Nov 1, 2022 |  In Class / Homework Assignment Chapter 07 [Individual] (https://canvas.pointloma.edu/courses/63300/assignments/825436) | due by 6am |
| |  Chapter 08 Quiz (https://canvas.pointloma.edu/courses/63300/assignments/812220) | due by 11am |
| |  Chapter 09 Question - Due Tuesday by 6 am (https://canvas.pointloma.edu/courses/63300/assignments/830136) | due by 6am |
| Tue Nov 8, 2022 |  Personal Health App Team Project Case - Part 5. (https://canvas.pointloma.edu/courses/63300/assignments/812258) | due by 6am |
| |  Chapter 09 Quiz (https://canvas.pointloma.edu/courses/63300/assignments/812227) | due by 11am |
| Tue Nov 15, 2022 |  Chapter 10 Question - Due Tuesday by 6 am (https://canvas.pointloma.edu/courses/63300/assignments/830137) | due by 6am |

| Date | Details | Due |
|------------------|---|-------------|
| |  In Class / Homework Assignment Chapter 09 [Individual] https://canvas.pointloma.edu/courses/63300/assignments/825437 | due by 6am |
| |  Chapter 10 Quiz https://canvas.pointloma.edu/courses/63300/assignments/812231 | due by 11am |
| Tue Nov 22, 2022 |  Chapter 11 Question - Due Tuesday by 6 am https://canvas.pointloma.edu/courses/63300/assignments/830138 | due by 6am |
| |  Personal Health App Team Project Case - Part 6 https://canvas.pointloma.edu/courses/63300/assignments/816376 | due by 6am |
| Tue Nov 29, 2022 |  Chapter 11 Quiz https://canvas.pointloma.edu/courses/63300/assignments/812226 | due by 11am |
| |  Chapter 12 Question - Due Thursday by 6 am https://canvas.pointloma.edu/courses/63300/assignments/830145 | due by 6am |
| Thu Dec 1, 2022 |  In Class / Homework Assignment Chapter 11 [Individual] https://canvas.pointloma.edu/courses/63300/assignments/825438 | due by 6am |
| |  Chapter 12 Quiz https://canvas.pointloma.edu/courses/63300/assignments/812230 | due by 11am |
| Thu Dec 8, 2022 |  Personal Health App Team Project Case - Part 7 https://canvas.pointloma.edu/courses/63300/assignments/816377 | due by 6am |
| Tue Dec 13, 2022 |  Final Exam https://canvas.pointloma.edu/courses/63300/assignments/812222 | due by 1pm |