



Course Syllabus
SEMESTER
School of Business, Hospitality Management, and Public Safety

<i>Course Name:</i>	Intro to Project Management
<i>Course & Section Number:</i>	BUS152-XXX
<i>Meeting Day(s) & Time(s):</i>	
<i>Credits:</i>	3
<i>Contact Hours:</i>	3
<i>Instructor's Name:</i>	
<i>Office Hours & Location:</i>	
<i>OCC Phone:</i>	
<i>OCC Email:</i>	
<i>Additional Contact Information:</i>	School of Business, Hospitality Management and Public Safety (567) 661-7280

Catalog Description:

This course will benefit anyone interested in learning the fundamentals of managing projects, with a focus on preparing for the Certified Associate in Project Management (CAPM)[®] credential exam. It will help individuals to recognize the key aspects of a project and the importance of their role within it.

Prerequisite/Corequisites:

Co-requisites: NONE

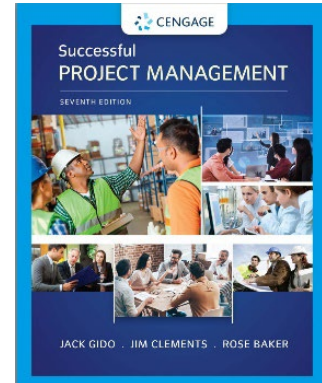
Prerequisites: NONE

Course Materials:

This course requires access to the following textbook:

SUCCESSFUL PROJECT MANAGEMENT
GIDO, JACK; CLEMENTS, JIM; BAKER, ROSE
ISBN13: 9781337095471
EDITION: 7TH
FORMAT: HARDCOVER
PUBLISHER: Cengage Learning
COPYRIGHT: 2/8/2017

This course does NOT require a Cengage Access Code (Therefore, a used or borrowed copy of the hardcover book would be sufficient to complete this course.). Additional formats of the required textbook include a digital eBook rental or a Cengage Unlimited subscription.



Technology, Lab, and File Requirements:

Even though mobile devices are widely used to access online course content, it is recommended that students have access to a computer on which they can download and install software like Microsoft Office (Office 365 is available for free to students at www.owens.edu/office365 or available to use in campus computer labs). It is also recommended that students be able to access their online course content throughout the week as there may be various due dates and deadlines for your classwork.

What You Will Learn in the Course

Course Objectives:
Project Management Basics – define projects, project management context, common project management terms, and the five process management groups (Initiation, Planning, Execution, Control, and Closing)..
Professional Responsibility – ensuring integrity and professionalism, introduction to the Professional Code of Conduct.
Project Management Knowledge Areas – Project Integration Management, Project Scope Management, Project Time Management, Project Cost Management, Project Quality Management, Project Human Resource Management, Project Communications Management, Project Risk Management, Project Procurement Management, and Project Stakeholder Management.
Project Management Processes – processes described in the Project Management Institute (PMI) book <u>A Guide To The Project Management Body of Knowledge</u> .

Student Learning Outcomes:	
Outcome	Where Assessed
1. Describe project management and its key elements, including: project stakeholders, project management knowledge areas, tools and techniques, and success factors.	CH-01 Assignment
2. Create a work breakdown structure with the related organizational and cost control structures.	CH-04 Assignment
3. Use Critical Path Method (CPM), Program Evaluation Review Techniques (PERT) and Gantt project control tools.	CH-05 Assignment

Student Learning Outcomes:	
Outcome	Where Assessed
4. Analyze and solve simple resource leveling problems.	CH-06 Assignment
5. Understand risk and risk management techniques.	CH-08 Assignment
6. Develop a project implementation plan for a simple project.	Final Exam

As a student at Owens Community College, you will take General Education courses as part of your degree program. While Institutional Competencies are specific to the General Education courses, they will be reinforced in many of your degree program major courses and may be measured in your capstone course(s) and others as identified.

General Education Institutional Competencies Reinforced in BUS150:	
Competency	Where Assessed
Communicate effectively.	Final Exam
Think analytically, critically, and creatively.	Final Exam

Academic Support

Disability Services Resource Center: If you have a disability or acquire one, you may be entitled to receive reasonable accommodations intended to assure you an equal opportunity to participate in and benefit from the program. To receive more information or to register for accommodations, please contact the Disability Resource Center at 567-661-7007, email disability@owens.edu, visit <https://www.owens.edu/disability/>, or stop by College Hall 124.

Tutoring Services: Owens Community College offers academic tutoring and assistance in a variety of subjects including: accounting, computing, economics, mathematics, science, and writing. For more information go to: <https://www.owens.edu/successcenters/>.

Counseling Services: Counseling Services provides assistance to students experiencing personal, educational, interpersonal/relationship, family, social, or psychological difficulties. If you feel you may benefit from this service, please contact them at counselingservices@owens.edu. More information is at <https://www.owens.edu/counseling/>.

Campus and Community Connections: The Center for Campus and Community Connections (College Hall 123) is a walk-in office created to provide retention support through resource stability initiatives and community connections. Go here for more information: <https://www.owens.edu/connection/> or contact connections@owens.edu

Owens Library: The Owens Library offers two locations (Toledo and Findlay) as well as online resources. For more information visit <https://www.owens.edu/library/>.

Students can find more information on campus resources, student support, student life, and security at this [link](#).

General Information

Student Code of Conduct: All students are expected to follow Owens Community College's [Student Code of Conduct](#), which includes academic honesty, encompassing plagiarism. See the [Board Policy](#) for more information.

Anti-Discrimination and Harassment & Title IX/Sexual Misconduct: All students, faculty, and staff are expected to follow Owens Community College's [Anti-Discrimination and Harassment Policy](#) and the College's [Title IX Policy](#)/Sexual Misconduct Procedures and Guidelines. The College strictly prohibits and will not tolerate harassment, discrimination, intimidation, or hostile/offensive working or learning environments.

Religious Accommodations: A student seeking an accommodation for an absence permitted under Ohio's Testing Your Faith Act must provide the instructor with a written email notice with the specific dates for an absence, and must do so not later than fourteen (14) days after the first day of instruction. Alternative accommodations are not retroactive, and no academic penalty will be imposed for an absence under the policy*. The request for an alternative accommodation will be kept confidential. Students with questions about a religious accommodation under Ohio's Testing your Faith Act may contact the College's Office of Academic Affairs: provost@owens.edu
The policy may be found on the Owens website: [3358:11-2-63 Accommodation](#) for a Student Absence for the Observance of Religious Beliefs and Practices Policy

Document Collection: Throughout the semester, your instructors may ask for a variety of assignments including tests and/or quizzes for student learning of institutional general education competencies or program assessment. Please save all your class materials until the end of the semester.

Classroom Admittance: OCC classes shall only be attended by the officially registered OCC students or perspective students, instructor of record, guest lecturer, or substitute. Visitors are not permitted to be in the classroom and should not be invited to attend or participate in the class. See [FERPA](#) regulations for more information.

Use of AI Tools: Using AI tools in an unethical or irresponsible manner, such as copying or paraphrasing the output without citation or transparency, using the output as your own work without verification or integration, or using the output to misrepresent your knowledge or skills, is considered a form of academic dishonesty and will result in a zero grade for the assignment and possible disciplinary action. If you have any questions about what constitutes ethical and responsible use of AI tools, please consult with the instructor before submitting your work.

Student Responsibilities & Instructor Expectations

1. Students must independently complete all coursework. The due dates for all course activities will be set by the instructor and communicated to students. Work is due before the end of the day (11:59pm Toledo time) on the due date. Please notify the instructor using email if you have an illness or other situation which prevents you from submitting work on-time.
2. Students must visit the course Blackboard website regularly to find course documents and grades. The Blackboard login page is located at <http://blackboard.owens.edu>. If you have problems accessing Blackboard, you can contact the Owens IT Help Desk at (567) 661-7120 or helpdesk@owens.edu
3. Students must use their Owens' E-mail account when communicating with the instructor. Your instructor will periodically use your Owens' E-mail account to contact you with important class information. The instructor will usually respond to students' emails within 24-hours on weekdays and 48-hours on weekends/holidays.

4. Students must practice proper college etiquette and business professionalism in any communication or interaction with classmates and the instructor.
5. December 11, 2025, is the last day students can drop the course without receiving an official letter grade.
6. Students are expected to participate each week of the semester as outlined in the Class Calendar. This course is a traditional online class, also known as Asynchronous class, and does not require attendance on campus. Although this is a web course, it is not self-paced. There is a structured timeline established by the instructor and students are expected to adhere to predetermined deadlines and availability windows. It is the student's responsibility to meet these deadlines.
7. This online course will require use of Blackboard Learning Management System (LMS). Blackboard is an Internet-based software program that the College uses to deliver its web courses as well as to supplement and enhance on-campus courses. Students in this course section will use Blackboard to complete online assignments, projects, tests and the final exam. Students will upload and submit the writing assignments using Blackboard and monitor their grades by using the Blackboard Gradebook. Blackboard is also where students will find course announcements including any changes/updates to the schedule, the course syllabus, and chapter outlines. Logging into Blackboard starts by clicking the Blackboard link at the top of the Owens Community College Homepage and using your Owens Username and Password.
8. If you let me know prior to a due date that you will be submitting late, I will consider an alternative with you. If you do not contact me prior to a due date, any activities submitted after the due date will be considered "late" and subject to the following "make-up policy": there will be a deduction of 30% of the possible points.
9. All assignments and tests will be graded within one week of the posted due date.

How Grades are Determined and Major Assignments

Course activities that count towards grade	Value	Student Learning Outcomes (SLO) Assessed
Final Exam - Exam worth 100 points. A due date for the exam is given in the Class Calendar provided within this syllabus. The Final Exam must be completed online using Blackboard.	100 points	SLO#6
Chapter Assignments – Thirteen (13) assignments each worth 25 or 30 points. A due date for each assignment is given in the Class Calendar provided within this syllabus. All assignments will be completed online using Blackboard.	375 points	SLO#1 – CH-01 Assn. SLO#2 – CH-04 Assn. SLO#3 – CH-05 Assn. SLO#4 – CH-06 Assn. SLO#5 – CH-08 Assn.
Week-1 Activity - Assignment worth 25 points. A due date for this activity is given in the Class Calendar provided within this syllabus. Week-1 Activity will be available in Blackboard on day one of the term.	25 points	---
Total Possible Points	500	

Final Grade will be determined based on total points earned as follows:		
Grade	Percentage of Possible Points	Points
A	90% to 100%	450 to 500
B	80% to less than 90%	400 to less than 450
C	70% to less than 80%	350 to less than 400
D	60% to less than 70%	300 to less than 350
F	0% to less than 60%	0 to less than 300

Important Dates to Remember - SEMESTER (16-week classes)	
DATE	Semester Begins
DATE	Last day to ADD 16-week classes (w/o faculty signature)
DATE	Last day to DROP (100% refund)
DATE	Last day to DROP (60% refund)
DATE	Last day to DROP (50% refund)
DATE	Exam Week
DATE	Last Day of Classes
DATE	Last Day to Drop Course Without a Letter Grade
DATE	Commencement

Class Calendar:	
Week	Topic
1	Available this week in Blackboard “Welcome” module: ☐ read the course Syllabus ☐ complete the Week-1 Activity (due DATE) Students should obtain access to required textbook during week-1.
2	Reading Assignment: Chapter 1 Project Management Concepts Available this week in Blackboard “#01” module: ☐ CH-01 Assignment (due DATE)
3	Reading Assignment: Chapter 2 Identifying and Selecting Projects Available this week in Blackboard “#02” module: ☐ CH-02 Assignment (due DATE)
4	Reading Assignment: Chapter 3 Developing Project Proposals Available this week in Blackboard “#02” module: ☐ CH-03 Assignment (due DATE)
5	Reading Assignment: Chapter 4 Defining Scope, Quality, Responsibility, and Activity Sequence Available this week in Blackboard “#03” module: ☐ CH-04 Assignment (due DATE)

Class Calendar:	
Week	Topic
6	Reading Assignment: Chapter 5 Developing the Schedule Available this week in Blackboard “#03” module: ☐ CH-05 Assignment (due DATE)
7	Reading Assignment: Chapter 6 Resource Utilization Available this week in Blackboard “#03” module: ☐ CH-06 Assignment (due DATE)
8	Reading Assignment: Chapter 7 Determining Costs, Budget, and Earned Value Available this week in Blackboard “#03” module: ☐ CH-07 Assignment (due DATE)
9	Reading Assignment: Chapter 8 Managing Risk Available this week in Blackboard “#03” module: ☐ CH-08 Assignment (due DATE)
10	Reading Assignment: Chapter 9 Closing the Project Available this week in Blackboard “#03” module: ☐ CH-09 Assignment (due DATE)
11	Reading Assignment: Chapter 10 The Project Manager Available this week in Blackboard “#04” module: ☐ CH-10 Assignment (due DATE)
12	Reading Assignment: Chapter 11 The Project Team Available this week in Blackboard “#04” module: ☐ CH-11 Assignment (due DATE)
13	Reading Assignment: Chapter 12 Project Communication and Documentation Available this week in Blackboard “#04” module: ☐ CH-12 Assignment (due DATE)
14	Reading Assignment: Chapter 13 Project Management Organizational Structures Available this week in Blackboard “#04” module: ☐ CH-13 Assignment (due DATE)
15	Available this week in Blackboard “FINAL” module: ☐ Final Exam (due DATE)

Disclaimer: The instructor reserves the right to amend this syllabus as deemed necessary and will communicate such amendment to the students in the course. Please note that while unlikely, there is a possibility courses might need to change the delivery method due to external issues like public health concerns, weather issues, etc. If this happens, the college will communicate any changes via email and/or other communication methods.