



North Central State College

MASTER SYLLABUS

2025-2026

- A. Academic Division: Engineering Technology, Business & Criminal Justice Division
- B. Discipline: Business Management
- C. Course Number and Title: BUSM1260 Project Management
- D. Assistant Dean: Brooke Miller, M.B.A.
- E. Credit Hours: 3
- F. Prerequisites: None
- G. Last Course/Curriculum Revision Date: Fall 2024 Origin date: 07/26/2012
- H. Textbook(s):

Project Management: Achieving Competitive Advantage

- Author: Pinto
- Copyright Year: 2019
- Edition: 5th
- ISBN: 9780134730332

Recommended Textbook:

*A Guide to the Project Management Body of Knowledge**

- Author: Project Management Institute
- Copyright Year: 2022
- Edition: 7th
- ISBN: 9781628256642

*This book is highly recommended for students planning to complete the PMP Certification

- I. Workbook(s) and/or Lab Manual: None
- J. Course Description: In this course, students will learn ways to manage all aspects of a project. Project Management (PM) concepts enable projects to be planned, managed, and delivered on time, on budget, and with high quality. This course covers nine major sub-disciplines of Project Management based on the Project Management Institute's PM Book of Knowledge (PMBOK). This course satisfies the education requirement for the Project Management Professional Certification (PMP) or Certified Associate in Project Management (CAPM) test. Certification testing is governed by the Project Management Institute, and this is not a prep class for the exam. PMI Certification is internationally recognized and highly portable to a number of industries and businesses.

K. College-Wide Learning Outcomes

College-Wide Learning Outcomes	Assessments - - How it is met & When it is met
Communication – Written	
Communication – Speech	
Intercultural Knowledge and Competence	
Critical Thinking	
Information Literacy	
Quantitative Literacy	

L. Course Outcomes and Assessment Methods:

Upon successful completion of this course, the student shall:

Outcomes	Assessments – How it is met & When it is met
1. Diagram the Project Management (PM) Framework, Standards and Knowledge areas. Also, construct the project Management Process and the five required PM Process Groups.	Homework; Participation; Collaborative In-Class Group Work; Case Studies; Outside Research. Beginning of the term
2. Integrate the various elements of PM to include Project Charter, Scope Statement, Project Plan, Execution, Monitor, Control, Change Control and Closure.	Homework; Participation; Collaborative In-Class Group Work; Case Studies; Outside Research. First half of the term
3. Plan a Scope of Work. Create and verify a Work Break Down Structure (WBS).	Homework; Participation; Collaborative In-Class Group Work; Case Studies; Outside Research. First half of the term
4. Create a workable schedule. Assemble, analyze and optimize sequencing. Estimate resources and duration. Create a Schedule Control sheet. Measure and assess project performance.	Homework; Participation; Collaborative In-Class Group Work; Case Studies (create a schedule, diagram critical path and evaluate outcomes); Outside Research. First half of the term
5. Construct a project budget plan. Formulate and calculate cost estimates and other indicators to measure and control project cost performance.	Homework; Participation; Collaborative In-Class Group Work; Case Studies; Outside Research. First half of the term
6. Assemble and appraise the first four Knowledge areas. Evaluate progress using case studies.	Exam #1. Prepare a comprehensive project (Group work). Middle of the term
7. Construct a project quality plan. Propose processes to assure and control project quality objectives.	Homework; Participation; Collaborative In-Class Group Work; Case Studies; Outside Research. Middle of the term
8. Organize and manage a project team, getting buy-in and assessing skill sets. Evaluate any effects on cost and schedule.	Homework; Participation; Collaborative In-Class Group Work; Case Studies; Outside Research. Middle of the term
9. Design clear and timely communication channels to stakeholders to include planning, information distribution and performance reporting.	Homework; Participation; Collaborative In-Class Group Work; Case Studies; Outside Research. Second half of the term
10. Prepare a risk management plan. Differentiate between qualitative and quantitative. Devise means to measure, mitigate and control.	Homework; Participation; Collaborative In-Class Group Work; Case Studies; Outside Research. Second half of the term
11. Examine the processes and activities to purchase and acquire products and services including comprehensive contract management.	Homework; Participation; Collaborative In-Class Group Work; Case Studies; Outside Research. Second half of the term
12. Evaluate, assemble and arrange the knowledge areas. Review and evaluate actual projects that are in different states of planning and completion.	Final Exam

M. Recommended Grading Scale:

NUMERIC	GRADE	POINTS	DEFINITION
93–100	A	4.00	Superior
90–92	A-	3.67	Superior
87–89	B+	3.33	Above Average
83–86	B	3.00	Above Average
80–82	B-	2.67	Above Average
77–79	C+	2.33	Average
73–76	C	2.00	Average
70–72	C-	1.67	Below Average
67–69	D+	1.33	Below Average
63–66	D	1.00	Below Average
60–62	D-	0.67	Poor
00–59	F	0.00	Failure

N. College Procedures/Policies:

North Central State College believes that every student is a valued and equal member of the community.* Every student brings different experiences to the College, and all are important in enriching academic life and developing greater understanding and appreciation of one another. Therefore, NC State College creates an inclusive culture in which students feel comfortable sharing their experiences.

Discrimination and prejudice have no place on the campus, and the College takes any complaint in this regard seriously. Students encountering aspects of the instruction that result in barriers to their sense of being included and respected should contact the instructor, assistant dean, or dean without fear of reprisal.

* *Inclusive of race, color, religion, gender, gender identity or expression, national origin (ancestry), military status (past, present or future), disability, age (40 years or older), status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a foster parent, genetic information, or sexual orientation*

**Important information regarding College Procedures and Policies can be found on the syllabus supplement located at
<https://ncstatecollege.edu/documents/President/PoliciesProcedures/PolicyManual/Final%20PDFs/14-081b.pdf>**



North Central State College
SYLLABUS ADDENDUM

Academic Division:	Engineering Technology, Business & Criminal Justice	Discipline:	Business Management
Course Coordinator:	Brandel Boyd		
Course Number:	BUSM 1260	Course Title:	Project Management
Semester / Session:	Spring 2026 / Session A	Start / End Date:	01/12/2026 thru 03/06/2026

Instructor Information

Name:	Brandel Boyd	Credentials:	PA.Ph.D.; MBA; BA.BTS; BA.AAB; FIN.AAB
Phone Number:	419-755-4572	E-Mail Address:	bboyd@ncstatecollege.edu
Office Location:	233 Kehoe	Office Hours:	Mondays 9 AM – 2 PM

I. Topical Timeline / Course Calendar (Subject to Change):

Weeks	Topics	Assignment	Due Date
1	Intro to Project Management	Case Studies & Pre-Work on Project	At the close of week 1
2	Org Context, Project Selection & Portfolio Mgmt.	Case Studies & Pre-Work on Project	At the close of week 2
3	Leadership & Project Manager, Scope Management	Case Studies & Pre-Work on Project	At the close of week 3
4	Project Team Building, Conflict & Negotiation, Risk Management	Case Studies & Mid-Term Paper – Individual Project Plan	At the close of week 4
5	Cost Estimation & Budgeting, Project Scheduling & Critical Path	Case Study	At the close of week 5
6	Project Scheduling	Case Studies	At the close of week 6
7	Resource Management & Project Eval/Control	Case Studies	At the close of week 7
8	Finals	Case Study & Final Project Submission	At the close of week 8

II. Grading and Testing Guidelines:

Activity	Qty	Points	Percentage
Case Studies	12 Total (@ 15 pts. each)	180	24%
Homework: Select Project for Midterm	1	15	2%
Homework: Create “Draft” Charter for Midterm	1	10	1.33%
Homework: Create “Draft” WBS for Midterm	1	10	1.33%
Homework: Create “Draft” Project Integration Plan for Midterm	1	10	1.33%
Midterm Paper – Individual Project Plan	1	150	20%
Final Project Individual Documentation	1	150	20%
Final Term Team Presentations	1	50	6.67%
Final Term Team Documentation	1	150	20%
Team Performance Review	1	25	3.33%
Total		750	100%

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Course Title: Project Management
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III. Examination Policy:

1. The reasons for which a student will be excused from taking an examination _____
 - a. Hospitalization (with documented verification)
 - b. Death in the immediate family (with documented verification)
 - c. Personal illness or illness in immediate family - (doctor's excuse required).
2. A student who misses an examination for any reason is responsible for _____
 - Contacting me to see if making up that exam is possible
3. No makeup opportunity will be given for absences of unscheduled quizzes.

IV. Class Attendance and Homework Make-Up Policy:

1. Class attendance is necessary to acquire the knowledge required to _____
 - Operate a business
 - Run someone else's business
 - Succeed in the proceeding courses of the business program
2. Students are responsible for _____
 - a. Getting themselves to class on time every week (as applicable)
 - b. Completing assignments on time
 - c. Contacting me as needed for unforeseen circumstances, questions, etc.
 - d. Communicating with me for needed accommodations prior to assignments that need accommodation being due
3. There are no face-to-face attendance requirements. It is anticipated that students will be logging into the course frequently (many times each week) and participating. As such, attendance for this course is marked using student participation.
Your attendance may be graded and will be marked each week as:
 - a. fully attended (submitting all assignments for the weekly module);
 - b. partially attended (submitting some portion of assignments for the weekly module); or
 - c. absent (not submitting any assignments for a weekly module).

Homework/Participation Requirements & Late Work Policy

4. **Students must participate within the first week of the term in order to avoid being dropped for non- participation.**
This is a college-wide policy. **Students must also participate in and achieve at least 67% success by the point of mid-term grade reporting to again avoid being dropped from the course for non- participation (another college-wide policy).**
5. Homework can only be made up in extenuating circumstances that are approved in advance by the instructor. Assignments submitted late without instructor approval may not be graded.
6. If an assignment is approved to be submitted and graded late, a 20% minimum penalty will be applied. Only assignments submitted within one week of the due date will be considered for late grading.
7. **There are no late assignments accepted after the last day of the term—NO EXCEPTIONS! Any assignments listed with due dates within finals week are final!**

V. Classroom Expectations:

1. You are expected to conduct yourself in this on-line class in a professional and courteous manner at all times. Please be respectful of other students.
2. All students are expected to demonstrate professional behavior and use language appropriate for the classroom learning experience.
3. You are expected to attend class and actively participate in any collaborative exercises that are being run (as applicable)

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4. You are expected to contact me via Canvas message for issues/questions/concerns prior to the deadline for an assignment (if relevant) and in a timely manner generally speaking for all other concerns.

VI. Artificial Intelligence (AI) Policy:

Artificial intelligence (AI) can be a valuable tool for academic purposes. AI may assist with generating ideas, checking grammar, and improving writing skills and other class-related tasks, but it should not be relied upon solely. Students are expected to demonstrate independent thinking and analysis and use AI to supplement their work. AI does not replace critical thinking and relying solely on AI to complete assignments undermines your learning.

Any work submitted must be the student's own, and using AI to generate entire assignments or portions of assignments is strictly prohibited and will result in academic consequences. To promote transparency and accountability, students must document their use of AI in any assignments, including the prompts or instructions they provided to the AI and any additional notes about the AI's output or their analysis. AI is not always accurate and may produce outdated, misleading, biased, or entirely incorrect information. Always verify any AI-generated content with credible academic sources.

Plagiarism, including using AI to generate assignments, not only cheats the student out of learning, but is considered a form of academic misconduct and will result in disciplinary action.