



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
Course Coordinator: - - - -
Discipline: Business Administration
Course Number: BUSM 1260-900
Course Title: Project Management
Semester / Session: Spring 2026
Start / End Date: 1/11/2026 to 5/8/2026

Instructor Information

Name: J. Ross Justice
B.S. in Engineering, M.B.A.
Phone Number: 419-755-4840
E-Mail Address: rjustice@ncstatecollege.edu
Office Location: Room 232 – Shelby Bldg
Office Hours: Monday 4:30pm to 5:30pm & Thursday 9:30am to 1:30pm

I. Topical Timeline (Subject to Change):

Weeks	Topics
1-2	Overview of Project Management & Organizational Culture, Structure and Strategy
3-4	Essentials of Project Leadership & Scope Management
5-6	Project Team Building & Conflict Resolution and Negotiation
7-8	Risk Management & Cost Estimation
9-10	Project Scheduling & Critical Path Management
11-12	Resource Management & Project Evaluation
13-15	Project Closeout & Termination
16	Final Exam Week

II. Course Assignments:

1. Exams and Quizzes over Class Lectures, Assigned Published Essays and the Assigned Chapter Readings.
2. On-Line Class Discussion of Group Assignments

III. Grading and Testing Guidelines:

All homework assignments, quizzes and exams are assigned a point value (based upon the amount of work required and/or the number exam questions).

The student final grade is determined by the total combined points acquired versus the total points possible for the class session. The individual and combined scores for all assignments, quizzes and exams are posted in the CANVAS grade-book.

The approximate Breakdown of the Workload Grade Weighting in this class is as follows:

80% Chapter Exams, Lecture Quizzes & Homework
20% Attendance and In-class exercises
100% Total points possible

IV. Examination Policy:

Students are expected to complete their examinations independently.

V. Class Attendance and Homework Make-Up Policy:

1. The reasons for which a student will be excused from taking an on-line examinations on-schedule are...
 - 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...
 - a. Notifying the instructor before the absence if possible.
 - b. Notifying the instructor as soon as practically possible after the missed deadline.
3. Make-up opportunities are decided on a case-by-case basis.
 - a. Requests for exam make-up opportunities are NOT automatically guaranteed, and are granted very sparingly for non-medical situations... in such cases, penalty points can be applied.
 - b. Repeated requests for non-medical make-up opportunities are normally denied.

VI. Classroom Expectations:

1. In this hybrid course, students are expected to demonstrate respectful, professional communication in all class on-line class project discussions.

VII. The Class Grading Scale and It's Academic Meaning:

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
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60–62%	D-	0.67	Poor
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