Document N: Course and Program Development:

IMPACT AND APPROVAL SIGNATURES

See Course and Program Development Policy and Procedures (www.ubalt.edu/provost) for instructions.

SCHOOL:  
- LAW  
- MSB  
- CAS  
- CPA

CONTACT NAME: Mohammed Ketel  
PHONE: 410-837-5278

DEPARTMENT/DIVISION: Science, Information Arts and Technologies  
DATE PREPARED: 3/23/12

PROPOSED SEMESTER OF IMPLEMENTATION:  
- fall  
- spring  
YEAR: 2014

TYPE OF ACTION:  
- add (new)  
- deactivate  
- modify  
- other

LEVEL OF ACTION:  
- noncredit  
- undergraduate  
- graduate  
- other

ACTION BEING REQUESTED (select one category, either Course Actions or Program Actions):

- COURSE ACTIONS
  - Original Subject Code/Course Number: COSC 461
  - Original Course Title: IT Project Management

- PROGRAM ACTIONS
  - Original Program Title: 

Select one or multiple actions from one of the lists below (review the list of necessary documents and signatures):

<table>
<thead>
<tr>
<th>COURSE ACTIONS</th>
<th>PROGRAM ACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Experimental Course</td>
<td>10. Program Requirements</td>
</tr>
<tr>
<td>2. Course Title</td>
<td>11a. Undergraduate Specialization (24 credits or fewer)</td>
</tr>
<tr>
<td>3. Course Credits</td>
<td>11b. Master's Specialization (12 credits or fewer)</td>
</tr>
<tr>
<td>4. Course Number</td>
<td>11c. Doctoral Specialization (18 credits or fewer)</td>
</tr>
<tr>
<td>5. Course Level</td>
<td>12. Minor (add or delete)</td>
</tr>
<tr>
<td>6. Pre- and Co-Requisite</td>
<td>13. Closed Site Program</td>
</tr>
<tr>
<td>7. Course Description</td>
<td>14. Program Suspension</td>
</tr>
<tr>
<td>✓ 8. New Course</td>
<td>15. Program Reactivation</td>
</tr>
<tr>
<td>9. Deactivate Course</td>
<td>16a. Certificate Program (UG/G) exclusively within existing degree program</td>
</tr>
<tr>
<td>22. Other</td>
<td>16b. Certificate Program (UG/G) outside of or across degree programs (12 or more credits)</td>
</tr>
</tbody>
</table>

ADDITIONAL DOCUMENTATION (check all appropriate boxes of documents included; review the list of necessary documents):

- summary proposal (O)  
- course definition document (P)  
- full five-page MHEC proposal (Q)  
- financial tables (MHEC) (R)  
- other documents as may be required by MHEC/USM (S)  
- other (T)
### IMPACT REVIEW (review the list of necessary signatures):

<table>
<thead>
<tr>
<th>Impacted Entity</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Library</td>
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<td>□ no impact</td>
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<td>□ impact statement attached</td>
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<td>b. OTS</td>
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<td>c. University Relations</td>
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<td>d. Admissions</td>
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<td>e. Records</td>
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</table>

### APPROVAL SEQUENCE (review the list of necessary signatures):

<table>
<thead>
<tr>
<th>Approval Level</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Department/Division (Chair)</td>
<td></td>
<td>4/3/14</td>
</tr>
<tr>
<td>B. General Education (for No. 7, 8)</td>
<td></td>
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</tr>
<tr>
<td>C. Final Faculty Review Body Within Each School (Chair)</td>
<td></td>
<td>4/3/14</td>
</tr>
<tr>
<td>D. Dean</td>
<td></td>
<td>4/3/14</td>
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<tr>
<td>E. University Faculty Senate (Chair)</td>
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<tr>
<td>F. University Council (Chair)</td>
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<tr>
<td>G. Provost and Senior Vice President for Academic Affairs</td>
<td></td>
<td>4/24/14</td>
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<tr>
<td>H. President</td>
<td></td>
<td></td>
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<tr>
<td>I. Board of Regents (notification only)</td>
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<tr>
<td>J. Board of Regents (approval)</td>
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<tr>
<td>K. MHEC (notification only)</td>
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<tr>
<td>L. MHEC (approval)</td>
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<tr>
<td>M. Middle States Association notification</td>
<td>Required only if the University’s mission is changed by the action</td>
<td></td>
</tr>
</tbody>
</table>

1 University Council review (for recommendation to the president or back to the provost) shall be limited to curricular or academic policy issues that may potentially affect the University’s mission and strategic planning, or have a significant impact on the generation or allocation of its financial resources.
Document O: Course and Program Development: SUMMARY PROPOSAL
See Course and Program Development Policy and Procedures (www.ubalt.edu/provost) for instructions.

SCHOOL:  LAW  MSB  CAS  CPA

CONTACT NAME: Mohammed Ketel  PHONE: 410-837-5278

DEPARTMENT/DIVISION: Science, Information Arts and Technologies  DATE PREPARED: 3/23/12

PROPOSED SEMESTER OF IMPLEMENTATION:  fall  spring  YEAR: 2014

ACTION BEING REQUESTED (select one category, either Course Actions or Program Actions):

- COURSE ACTIONS
- PROGRAM ACTIONS

Original Subject Code/Course Number: COSC 461
Original Course Title: IT Project Management

Select one or multiple actions from one of the lists below (review the list of necessary documents and signatures):

COURSE ACTIONS
1. Experimental Course
2. Course Title
3. Course Credits
4. Course Number
5. Course Level
6. Pre- and Co-Requisite
7. Course Description
8. New Course
9. Deactivate Course
22. Other

PROGRAM ACTIONS
10. Program Requirements
11a. Undergraduate Specialization (24 credits or fewer)
11b. Master's Specialization (12 credits or fewer)
11c. Doctoral Specialization (18 credits or fewer)
12. Minor (add or delete)
13. Closed Site Program
14. Program Suspension
15. Program Reactivation
16a. Certificate Program (UG/G) exclusively within existing degree program
16b. Certificate Program (UG/G) outside of or across degree programs (12 or more credits)
17. Off-Campus Delivery of Existing Programs
18a. Undergraduate Concentration (exceeds 24 credits)
18b. Master's Concentration (exceeds 12 credits)
18c. Doctoral Concentration (exceeds 18 credits)
19. Program Title Change
20. Program Termination
21. New Degree Program
22. Other

For changes to existing courses:

OLD TITLE

NEW TITLE

SUBJECT CODE/COURSE NO. CREDITS

SUBJECT CODE/COURSE NO. CREDITS
The Applied Information Technology program - Division Science, Information Arts and Technologies proposes a new course, COSC 461: IT Project Management.

The course is an introduction to information technology project management. It will provide students with practical knowledge of managing project scope, schedules and resources. Emphasis will be placed on industry standards and best practices.

<table>
<thead>
<tr>
<th>SET FORTH THE RATIONALE FOR THIS PROPOSAL:</th>
</tr>
</thead>
<tbody>
<tr>
<td>The proposed AIT core course is a requirement for Applied Information Technology majors; a major elective for Simulation and Digital Entertainment majors; a general elective for other UB undergraduates.</td>
</tr>
<tr>
<td>In addition to teaching IT project management processes, the course is needed to engage students in team work, analysis of project cases, meeting scheduled milestones, writing and communications skills, and utilization of presentation skills.</td>
</tr>
</tbody>
</table>
See Course and Program Development Policy and Procedures (http://www.ubalt.edu/template.cfm?page=257) for instructions.

1. DATE PREPARED
3/2/12

2. PREPARED BY
Mohammed Ketel

3. DEPARTMENT/DIVISION
Division of Science, Information Arts and Technologies

4. COURSE NUMBER(S) with SUBJECT CODE(S)
COSC 461

5. COURSE TITLE
IT Project Management

6. CREDIT HOURS
3

7. CATALOG DESCRIPTION
Introduces the concepts and practices associated with IT project management and helps students understand how successful IT projects are effectively managed so that projects are completed on time, within budget and meeting customers' needs. Teaches students the key processes, from project initiation to project closure. Students gain working experience with the latest versions of the most popular project management software and tools available to project managers. Lab fee required.

8. PREREQUISITES
none

9. COURSE PURPOSE (how the course is to be used in the curriculum; e.g., required for the major, elective, etc.)
Requirement for Applied Information Technology majors; major elective for Simulation and Digital Entertainment majors; general elective for other UB undergraduates.

10. GENERAL EDUCATION AREA (if applicable; e.g., social sciences, humanities, mathematics, etc.)
none

11. COURSE TYPE/COMPONENT (clinical, continuance, discussion, field studies, independent study, laboratory, lecture, practicum, research, seminar, supervision, thesis research, tutorial or workshop; this must match PeopleSoft 9.0 coding, so check with your dean's office if you are unsure of the correct entry)
Summer 2010
12. FACULTY QUALIFIED TO TEACH COURSE
B. Blodget, M. Ketel, A. Oldenberg, A. Salter, and K. Summers

13. CONTENT OUTLINE
1. Introduction to Project Management.
2. The Project Management and Information Technology Context.
3. The Project Management Process Groups: A Case Study
4. Project Integration Management.
5. Project Scope Management.
6. Project Time Management.
10. Project Communications Management.
12. Project Procurement Management.

14. LEARNING GOALS
By the end of the course, students should be able to:
1. Define and explain IT project management and leadership.
2. Prepare a project charter.
3. Understand and apply the project process of initiating, planning, executing, controlling and closing a project.
4. Define the roles of a project manager.
5. Effectively communicate with the project team and stakeholders.
6. Demonstrate the critical people skills needed to lead projects.

15. ASSESSMENT STRATEGIES
Completion of a series of examinations (goals 1, 3, 4) and group projects (goals 2, 5, 6) designed to demonstrate the student's mastery of the knowledge and practical skills required in applied information technology.

16. SUGGESTED TEXT(S) and MATERIALS (e.g. textbooks, equipment, software, etc., that students must purchase)

17. SPECIAL GRADING OPTIONS (if applicable)
none

18. SUGGESTED CLASS SIZE
24
19. LAB FEES (if applicable)

Lab fee required.