

IT 110 Information Technology & Project Management

Shari Deevers

KELLOGG COMMUNITY COLLEGE

COURSE INFORMATION

This course provides an understanding of organizational information and technology used by various business subsystems. Information technology will be used by various business subsystems. Information technology will be used in the demonstration of organization, planning, and project control. Students will gain practical knowledge in managing information project scope, schedule and resources, as a competitive resource. It also covers the technical and organizational foundations of information systems.

Credits: 3

CLASS INFORMATION

Section Number: 0450

Term: Fall Year: 2024 Start Date: 8/26/2024 End Date: 12/09/2024

Meeting Times: 7:00 -10:00PM

Meeting Location: Online

INSTRUCTOR

Ruth Schultz

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Office Phone: (517) 278-3300 ext 4551

Office Location: Grahl Center Room 101

Office Hours: Monday 12-1PM

TEXTBOOKS

Project Management Absolute Beginner's Guide, 5th Edition by Gregory M Horine Que Publishing

ISBN-13: 978-0-13-764695-1

GRADING INFORMATION

The final grade is computed from the average of tests, completion of assigned problems, and/or special assignments in the following weighted manor:

Quizzes 32.5%

Assignments 27.5%

Team Projects 35%

*Class Engagement 5%

Total Grade 100%

* The Class Engagement Evaluation will be calculated based primarily on the following factors: collaborative participation in classroom discussion and laboratories, attendance, professional work habits, cooperation with other students, etc.. It is NOT the same as attendance. It includes intelligent statements and sincere questions, and clear preparation for class. Any disrespectful or disruptive behavior – including, but not limited to: sleeping, reading, side discussions, overt disruptions, harassing behaviors, playing video or other games, typing or texting during class presentations/discussions, etc - will result in your dismissal from the class

KCC Institutional Grading Chart

Because of the variety of grading scales used by the different programs at KCC, contact your program for the specific grading scale information.

Percentage	Grade	GPA
100.00 – 93.00	A	4.00
92.99 – 90.00	A-	3.67
89.99 – 87.00	B+	3.33
86.99 – 83.00	B	3.00
82.99 – 80.00	B-	2.67
79.99 – 77.00	C+	2.33
76.99 – 73.00	C	2.00
72.99 – 70.00	C-	1.67
69.99 – 67.00	D+	1.33
66.99 – 63.00	D	1.00
62.99 – 60.00	D-	0.67
59.99 – 0.00	F	0.00

Additional Grades

G	Progress
X	Audit
I	Incomplete
W	Withdrawal
P	Pass (grade of C or higher)
N	No Credit

*These grades are not computed in either the semester or cumulative grade point averages. **Contact Financial Aid for more information on financial impact.

COURSE LEARNING OUTCOMES

1. Demonstrate the ability to perform as a contributing member of a team in a project completion. .

2. Successfully perform the role of team leader/project manager of a group project or assignment.
3. Construct a work breakdown structure for a project.
4. Construct a time management schedule for a project.
5. Evaluate a project's critical path

GENERAL EDUCATION LEARNING OUTCOMES

Effective Communication:

Graduates will demonstrate effective communication appropriate to audience and purpose.

Critical Thinking:

Graduates will analyze arguments and evaluate evidence, draw conclusions, make decisions, and solve problems from a variety of perspectives.

Personal & Cultural Engagement:

Graduates will engage through exploration of civic, intercultural, and ethical issues, making connections between their knowledge, choices, and actions.

PROGRAM/STUDENT LEARNING OUTCOMES

An understanding of professional, ethical, security and social issues and responsibilities.

To conceptualize multiple views of problems, to develop computational solutions grounded in theory, and to evaluate their solutions using a range of metrics.

Students will be able to communicate technical information both orally and in writing.

STUDENT LEARNING OBJECTIVES

1. Understand the genesis of project management and its importance to improving the success of information technology projects
2. Apply project management concepts by working on a group project as project manager or active team member
3. Use Microsoft Project and other software to help plan and manage a small project
4. Appreciate the importance of good project management
5. Share examples of good and bad project management
6. Use knowledge and skills developed in this class in other settings
7. Demonstrate knowledge of project management terms and techniques such as:
 - ☐ The triple constraint of project management
 - ☐ The project management knowledge areas and process groups
 - ☐ The project life cycle
 - ☐ Tools and techniques of project management such as:
 - i) Project selection methods

- ii) Work breakdown structures
- iii) Network diagrams, critical path analysis, and critical chain scheduling
- iv) Cost estimates
- v) Earned value management
- vi) Motivation theory and team building

KCC - ATTENDANCE

Regular attendance is an essential part of the educational experience and a requirement for an adequate evaluation of each student's academic progress. Excessive absence is reported to the Academic Advising department. An Advisor will reach out to students to discuss options for success. Continued absenteeism may lead to administration action. Faculty are required to report to the Financial Aid office students who have never attended class. Federal aid may be reduced if a student does not begin attendance in all classes. This includes online courses. For more information, please visit:

<http://www.kellogg.edu/wp-content/uploads/2016/08/Handbook-2016-2017.pdf>

KCC - DROP/ADD PROCEDURES

The drop/add dates for every course may be found on the KCC web site at: www.kellogg.edu follow the Class Schedule link.

KCC - INCOMPLETE GRADE AND ADDITIONAL GRADING POLICIES

For information regarding additional grading policies, please refer to the KCC Academic Catalog.

KCC - RETAIN THIS SYLLABUS & SYLLABUS DISCLAIMER

This syllabus is a record of learning outcomes associated with this course. Many institutions will require a copy of this syllabus to grant transfer credit. It is the student's responsibility to retain a copy for future use.

Information contained in this syllabus was, to the best knowledge of the instructor, considered correct and complete when distributed for use at the beginning of the semester. However, this syllabus should not be considered a contract between Kellogg Community College and any student, nor between the instructor and any student. The instructor reserves the right, acting within the policies and procedures of Kellogg Community College, to make changes in course content or instructional techniques without notice or obligation.

KCC - TEXTBOOK STATEMENT

There are multiple choices for purchasing textbooks, including the Kellogg Community College bookstore (www.kellogg.edu - follow the on campus link to the bookstore). Please be advised that each student should fully investigate the refund policies of book retail stores, including the Kellogg Community College bookstore, PRIOR to purchasing a book for any course. When purchasing a book from the Kellogg Community College bookstore, students are encouraged not to break a textbook's binding, or open a book in shrink-wrap covering, prior to attending the first course session in order to verify that a correct book has been purchased. Students are advised to keep all receipts from book purchases.

KCC - USE OF TECHNOLOGY & STUDENT EMAIL ACCOUNTS

The College has a variety of computer systems which are provided for the use of students and are to be used for education, research, academic development, and public service only. You are responsible for seeing that the computing facilities are used in an effective, efficient, ethical, and lawful manner. Computer systems, such as e-mail, are intended for college related activities only. Inappropriate messages and/or materials are not to be sent or stored. For more information, visit the KCC web page at: www.kellogg.edu.

KCC - ACADEMIC INTEGRITY POLICIES

Ethical conduct is the obligation of every member of the KCC community. Breaches of academic integrity constitute serious breaches of ethical conduct. Academic integrity requires that all academic work be wholly the product of an identified individual or individuals. This policy demonstrates KCC's concern for academic integrity and guarantees a fair procedure for handling these concerns. For more information regarding KCC's Academic Integrity Policy is found <http://catalog.kellogg.edu/content.php?catoid=15&navoid=696#academic-integrity-policy> or <https://www.kellogg.edu/wp-content/uploads/2020/08/OP-26.004-Academic-Integrity.pdf>.

KCC - ACADEMIC SUPPORT SERVICES

Kellogg Community College is committed to your academic success. If for any reason you are struggling with a class, speak to your Professor immediately. They are the best resource. Additional resources, including tutoring are available at [the Center for Student Success](#).

KCC - AMERICANS WITH DISABILITIES ACT AND SECTION 504

Kellogg Community College does not discriminate in the admission or treatment of students on the basis of disability. KCC is committed to compliance with the American Disabilities Act and Section 504 of the Rehabilitation Act. See Student Handbook for information about student services.

KCC - CODE OF CONDUCT

Kellogg Community College students are expected to model the skills and behaviors of working professionals. This includes exhibiting behaviors which support respect and courtesy in the class environment. For more information regarding KCC's Student Code of Conduct, please refer to the KCC Student Handbook.

KCC - DISABILITY SERVICES

While ensuring the academic integrity of its programs, Kellogg Community College is dedicated to providing the reasonable accommodations needed to ensure equal access to educational opportunities for individuals with verified disabilities. Disability services are provided to students who self-disclose a disability to the Center for Student Success and provide appropriate documentation. [The Center for Student Success](#) may be reached at 269.965.4150.

KCC - INSTRUCTIONAL POLICIES

Instructional policies provide informed guidance to college faculty, staff, and students. Becoming familiar with instructional policies will support individual academic success and will provide students vital resources to resolve problems. Students may access KCC Instructional Policies by visiting <https://www.kellogg.edu/about/operating-policies-procedures/>.

KCC - SAFE AND SUCCESSFUL CAMPUS ENVIRONMENT

KCC is dedicated to providing a safe environment which is conducive to success for all students. When faculty and staff notice that a student is struggling emotionally, intellectually, or behaviorally with classroom expectations, they may notify the appropriate College personnel to intervene; in such cases, students may be contacted by College personnel who will offer support and assistance.

If you have safety concerns about others’ behavior in class or on campus, please report those concerns online at www.kellogg.edu/reportanincident, to KCC Public Safety located in the walkway across from the Ohm building, by calling 269-965-4147, or by using one of the yellow emergency call boxes on campus.

KCC does not tolerate sexual harassment or sexual misconduct of any kind and is legally obligated to investigate such concerns. Sexual harassment includes sexual assault, dating violence, domestic violence, and stalking. KCC is an equal opportunity educator and employer and does not discriminate on the basis of national or ethnic origin, ethnicity, race, ancestry, color, sex (sex or gender, affiliation, expression or orientation), marital/family status, age, physical or mental ability or attributes, genetic information, political affiliation, veterans status, religion, or any other characteristic covered by law in its admission policy, educational programs, activities, or employment policies. KCC also prohibits retaliation against any person participating in good faith in any investigation or complaint process internal or external to the institution; for bringing a complaint of harassment or misconduct; for assisting someone with such a complaint; for attempting to stop harassment or misconduct. Students should report concerns online at www.kellogg.edu/reportanincident . Learn more at www.kellogg.edu/titleix.

KCC - SENSE OF BELONGING

KCC is committed to creating a supportive environment where students, faculty, and staff feel safe and included; have a voice; and can learn, grow, and achieve success without barriers.

KCC - SERVICE LEARNING

Incoming students enrolled in general education degree programs will be required to complete a service-learning endorsement to qualify for graduation. All other students are encouraged to participate in a service-learning experience.

KCC instructors must be Service-Learning Certified in order to offer it as an option in their course section. If this section is offering SL opportunities, the instructor will provide further details about how to pursue service-learning in this course.

SCHEDULE

Date/Session	Subject	Chapter & Title	Team Project	Quiz
Week 1	Course Layout and history of Project Management	Project Management Absolute Beginner’s Guide Pages 1-21 Introduction Ch 1 Project Management Overview		
Week 2	Introduction to PM (Project Management)	Project Management Absolute Beginner’s	Assign Team Project #1	Qz #IT110-1

Date/Session	Subject	Chapter & Title	Team Project	Quiz
		Guide Pages 22-44 Ch 2 Project Manager Ch 3 Essential Elements for Any Successful Project		
Week 3	Project Development and Work Assignments	Project Management Absolute Beginner's Guide Page 45-89 Ch 4 Defining a Project Ch 5 Planning a Project Ch 6 Developing the Work Breakdown Structure		Qz # IT110-2
Week 4		Project Management Absolute Beginner's Guide Pages 91-133 Ch 7 Estimating the Work Ch 8 Developing the Project Schedule Ch 9 Determining the Project Budget		Qz #IT110-3
Week 5	Scope Management	Project Management Absolute Beginner's Guide Pages 135-184 Ch 10 Controlling a Project Ch 11 Managing Project Changes Ch 12 Managing Project Deliverables	Team Project #1 Due Team Project #2 Assigned	QZ #IT110-4
Week 6	Process, Risk & Quality	Project Management		Qz #IT110-5

Date/Session	Subject	Chapter & Title	Team Project	Quiz
	Management	Absolute Beginner's Guide Pages 185-224 Ch 13 Managing Project Issues Ch 14 Managing Project Risks Ch 15 Managing Project Quality		
Week 7		Project Management Absolute Beginner's Guide Pages 221-255 Ch 16 Leading a Project Ch 17 Managing Project Communications		Qz #IT110-6
Week 8		Project Management Absolute Beginner's Guide Pages 257-288 Ch 18 Managing Expectations Ch 19 Keys to Better Project Team Performance	Team Project #2 Due Team Project #3 Assigned	Qz #IT110-7
Week 9	Vendor Management	Project Management Absolute Beginner's Guide Pages 289-316 Ch 20 Managing Differences Ch 21 Managing Vendors		Qz #IT110-8
Week 10	Wrapping up a Project	Project Management Absolute Beginner's Guide Pages 317-324 Ch 22 Ending a		Qz#IT110-9

Date/Session	Subject	Chapter & Title	Team Project	Quiz
		Project		
Week 11	Using Project Management Software	Project Management Absolute Beginner's Guide Pages 325-359 Ch 23 Making Better Use of Microsoft Project	Team Project #3 Due Team Project #4 Assigned	
Week 12	Reality of Management	Project Management Absolute Beginner's Guide Pages 361-380 Ch 24 When Reality Happens		Qz #IT110-11
Week 13	Developments for Further use	Project Management Absolute Beginner's Guide Pages 381-419 Ch 25 The Fun Never Stops Ch 26 Powerful PMP Exam Tips		Qz #IT110-12
Week 14	Review	Final Project Development		QZ#IT110-13
Week 15/16	Final Week		Team Project #4 Due	