**Hybrid Class: Monthly Face-to-Face and Weekly Synchronous Sessions**

**Mondays from 11:00am to 12:15pm**

**Sessions will be recorded**

**Quizzes on Wednesdays from 11:00am to 11:30am**

**Class Location: Online and Barsema Hall 300**

**Instructor: Jim Heyland**

**Office Location: Barsema Hall - BH 328M and On-Line**

**E-Mail:** [**jheyland@niu.edu**](mailto:jheyland@niu.edu) ***Preferred Communication Method***

**Office Phone: 815-753-1205**

**Office Hours: Monday & Wednesday 1:00 pm – 3:00pm**

**Other Times By Appointment**

Required Textbooks

**Schwalbe, Kathy,** Information Technology Project Management, 8th Edition (2015)

*ISBN-13: 978-1285452340*

**Strunk, William, Jr., & White, E.B.,** The Elements of Style, 4th Edition (1999)

*ISBN -13: 978-0205309023*

Description

This course focuses on Project Management, implementing software tools for managing, concepts and processes that are utilized managing a project. An additional focus will be on the project manager and special skills required to successfully complete a project. Many of the core topics are defined in the Project Management Body of Knowledge (PMBOK).

This is a writing-infused class. As such, individual homework assignments will include written submissions. Feedback will be provided regarding grammar, style, and structure.

Objectives

The primary objective of the course to is to equip students with knowledge of project management with emphasis on using database tools used in business. Upon completion of the course, the student should be able to:

1. Describe the role and impact project have on organizations
2. Identify and describe the core knowledge elements of project management
3. Apply basic concepts of project management
4. Understand the importance of the project manager and domain knowledge
5. Apply project management knowledge and techniques to an actual project
6. Learn Microsoft Project and how it applies to project management

Learning Opportunities

The three distinct areas through which learning opportunities will be made available are:

1. Textbook

Students are expected to read assigned materials from the course textbook(s) as well as other designated readings to prepare for quizzes and class discussion.

1. Synchronous and Face-to-Face Sessions

A good portion of our time will be applied to the presentation and discussion of topics which directly and indirectly relate to selected course topics.

1. Individual/Group Work

Students may be required to work individually and in groups on assignments relating to a database system. These assignments will include a total of 3000 words of written assignments.

Assignment Requirements

All assignments, test & quizzes **must** be completed and submitted electronically via Blackboard by the date/time identified in Blackboard. Late assignments will ***NOT*** be accepted for credit. Please keep an electronic copy of all your assignments. If there is a discrepancy in your graded assignment, you will be expected to produce your original assignment for review.

Assignment, Exam, or Quiz Make-Up

Without **prior** permission from and coordination with the instructor, you will ***NOT*** be allowed to make-up missed assignments, examinations or quizzes.

Individual Writing Assignments

Each writing assignment will be completed in the form of a descriptive narrative. Each will start with an introduction summarizing the requirements and outcome of the assignment. Next, the content section will contain a description of the activities completed supported by screen shots of the project work.

When you complete the project work in Microsoft Project change the name of the .mpp file to include your initials. Make sure the screen shots include the file name.

Finally, the narrative will include a summary of key lessons learned and any open questions identified during execution of the assignment. The work is to be of a clear writing style, grammatically correct and displaying critical thinking. The total assignment must exceed 400 words of content consistent with “The Elements of Style” and APA format.

“Vigorous writing is concise. A sentence should contain no unnecessary words, a paragraph no unnecessary sentences, for the same reason that a drawing should have no unnecessary lines and a machine no unnecessary parts. This requires not that the writer make all his sentences short, or that he avoid all detail and treat his subjects only in outline, but that he make every word tell.”

— *"Elementary Principles of Composition", The Elements of Style*

Homework will be submitted to Blackboard as a Microsoft Word file (.docx). You might consider taking advantage of NIU writing services to assist you. (<https://www.niu.edu/uwc/>)

Group Projects

Team presentations will be assessed based upon “The Elements of Style”. The presentation is to be of a clear writing style, grammatically correct and displaying critical thinking. Individual members within a group may have their grade lowered for lack of participation based upon peer reviews.

Attendance Policy

The OM&IS Department has a standard attendance policy. In short, students are expected to attend all synchronous sessions and be on time. Failure to do so will result in a reduction in your course grade. Please review [https://www.cob.niu.edu/academics/omis/bs/attendance-policy.shtml](https://www.cob.niu.edu/academics/omis/bs/attendance-policy.shtml%20) for further details on the OM&IS attendance policy. Synchronous sessions will be conducted using the Blackboard Collaborate tool.

Technology Use Policy

Students are encouraged (and may be required) to use technology in an appropriate manner during synchronous and face-to-face sessions for activities such as: tests, on-line course meetings, viewing presentations and taking notes. Here are some important guidelines to keep in mind:

* Working technology is YOUR responsibility.
* Stay focused, stay engaged – Minimize your activity & keep the outside world outside.
* Contribute, don't detract, from the atmosphere of learning. Don't distract others.
* Do not access inappropriate or offensive content.
* Respect privacy concerns, including your own.

Statement of Accessibility

If you need an accommodation for this class, please contact the Disability Resource Center as soon as possible. The DRC coordinates accommodations for students with disabilities. It is located on the 4th floor of the Health Services Building, and can be reached at 815-753-1303 or [drc@niu.edu](mailto:drc@niu.edu).

Also, please contact me privately as soon as possible so we can discuss your accommodations. Please note that you will not be required to disclose your disability, only your accommodations. The sooner you let me know your needs, the sooner I can assist you in achieving your learning goals in this course.

Grading

Scores for assignments, quizzes, exams, etc. will be posted online via Blackboard throughout the semester. It is your responsibility to check your scores for accuracy. Disputes concerning your score will only be considered for one (1) week after that date of the posted score.

The following Assignment Matrix will be used in computing final grades for this course. Any necessary adjustments or modifications will be communicated both in the synchronous and face-to-face sessions and via electronic posting on the NIU Blackboard system.

**Assignment Matrix**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Graded Item | |  | Quantity | Points | Total |
| Final Exam | | **Individual** | 1 | 100 | 100 |
| Writing Assignments | | **Individual** | 8 | 20 | 160 |
| Community Projects | | **Team** | 7 | 10 | 70 |
| Project Presentation | | **Team** | 1 | 20 | 20 |
| Weekly Tests/Quizzes | | **Individual** | 13 | 20 | 260 |
|  | Total Points Possible ==> | | | | **610** |

Unless indicated, no scores will be dropped to compute the final percentage and grade. Final grades will be based on the percentage of total points accumulated (without rounding) according to the following matrix:

**Grading Matrix**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Grade** | **Percent** | | **Performance** | **Pts./Hr.** |
|  | **Min** | **Max** |  |  |
| A | 93.00 | 100.00 | Superior | 4.00 |
| A- | 90.00 | 92.99 | Superior | 3.67 |
| B+ | 87.00 | 89.99 | Satisfactory | 3.33 |
| B | 83.00 | 86.99 | Satisfactory | 3.00 |
| B- | 80.00 | 82.99 | Marginal | 2.67 |
| C+ | 77.00 | 79.99 | Marginal | 2.33 |
| C | 70.00 | 76.99 | Marginal | 2.00 |
| D | 60.00 | 69.99 | Deficient | 1.00 |
| F | 0.00 | 59.99 | Seriously Deficient | 0.00 |

Academic Misconduct

Academic misconduct is a major offense at Northern Illinois University. Because it diminishes the quality of the educational process, it is taken very seriously. The Student Code of Conduct defines **Academic Misconduct** as: “The receipt or transmission of unauthorized aid on assignments or examinations, plagiarism, unauthorized use of examination materials, cheating or other forms of dishonesty in academic matters.” In addition, being an **Accessory to a Violation** means: “Aiding another individual in the commission of an offense defined in The Student Code of Conduct.”

While students are expected and even encouraged to study together and provide counsel to each other, it is a requirement that any work submitted for individual grading must be the original work of the individual. Any occurrence of academic misconduct will be handled in a timely manner and in accordance with the process outlined in the Student Code of Conduct.

A non-exhaustive list of sanctions which may be imposed, include:

* Letter of Written Warning
* Requirement for the student to redo the quiz, exam, paper or project
* Issuance of a grade of “F” on the quiz, exam, paper or project
* Issuance of a grade of “F” for the course

Student Code of Conduct: (<http://www.niu.edu/communitystandards/pdf/SCC.PDF>)