

# **CIT492 Technology Management I**

## **Course Syllabus**

### **Professor Information**

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Office Hours: T-TH, 8:30-10:30a, 1:00-3:30p, Central

Email Policy: I will respond to email within 24 hours, Monday through Friday. I will not respond to email over the weekend.

### **Course Description**

Technology Management I examines the management of technological projects, including planning, implementation, control, quality, time, and budget.

### **Course Objectives**

Students should come away from this course with knowledge of and experience with the following topics and skills:

1. Projects and project management
2. Project processes and methods
3. Project initiation
4. Project planning
5. Project scheduling
6. Project resourcing, costing, and control
7. Project closure

The following activities will be used to support the objectives:

1. Chapter readings
2. Video viewings
3. Assignments

The following activities will be used to assess learning related to the objectives:

1. Multiple choice exercises
2. True or false exercises
3. Quizzes
4. Midterm assignment
5. Final assignment
6. Final exam

### **Mode of Instruction**

This course will be delivered fully online and on demand at the following website: [Blackboard](#). Course content on this site will include videos, quizzes, assignments, essay questions, and a final exam.

# Course Materials

## Required Text

Vaidyanathan, *Project Management: Process, Technology, and Practice*, 2013, ISBN 978-0-13-280718-0. (This book may be purchased or rented through the WKU Store, an off-campus bookstore, or through an online service.)

## Other Requirements

Regular access to a computer with Internet, WKU email account, WKU Blackboard account, Adobe Reader

# Grading and Evaluation Procedure

## Grading Process

The course grade is made up of 1000 points. Each assignment and assessment is worth a specific number of points to help you achieve your desired course grade. Many of the assignments and assessments for this course are automatically graded. However, I will check course progress weekly and will post the grades for manually graded assignments and assessments within 5 days following my weekly progress check. In addition, I will follow up with those whose progress does not seem to be on track for successful course completion.

## Grading Scale

A: 900-1000, B: 800-899, C: 700-799, D: 600-699, F: 0-599

Grades will not be rounded.

## Assignment Types and Associated Points

**Introductory Assignment: (1 Assignment, 25 Points)** After reading the course syllabus, please email me at mark.revels@wku.edu to notify her that you have joined the class, have reviewed the syllabus, and that you are ready to begin the coursework. Be sure to include CIT492 in the email subject line, and include your name and 800# in the body of the email. Upon receipt of your email, I will record a grade of 25 in the Blackboard grade book. This will trigger Blackboard to open the remainder of the course so that you can begin.

**Multiple Choice Exercises: (7 Assignments, 30 Points Each)** Each learning module will include a 30-question multiple choice exercise covering the topics and materials discussed in the module. You will have only 1 attempt for each exercise, but you may save your work and exit/enter the exercise as many times as you want prior to submitting it.

**True/False Exercises: (7 Assignments, 20 Points Each)** Each learning module will include a 20-question true/false exercise covering the topics and materials discussed in the module. You will have only 1 attempt for each exercise, but you may save your work and exit/enter the exercise as many times as you want prior to submitting it.

## **Midterm Assignment and Final Assignment: (2 Assignments, 100 Points Each)**

Two essay question assignments are part of this course. The midterm assignment is due after the completion of module 4 and will include 10 essay questions based on chapters 1, 2, 4, and 5. The final assignment is due after the completion of module 7 and will include 10 essay

questions based on chapters 8, 9, and 10. You will be allowed only 1 attempt for each of these assignments, but you may save your work and exit/enter the assignment as many times as you want prior to submitting it.

**Module Quizzes: (7 Quizzes, 25 Points Each)** At the conclusion of each module, you will be expected to complete an online quiz. Each quiz is closed book and closed notes, and each is timed to allow 25 minutes for completion. You are allowed only 1 attempt, and you must complete the quiz once you begin.

**Final Exam: (1 Exam, 250 Points)** At the conclusion of ALL coursework, a proctored comprehensive final exam must be completed. The final exam must be administered at a specific date and time and under the observation and direction of an approved CIT proctor. The exam must be scheduled through DELO.

## **Academic Honesty**

Honesty in all you do for this course is assumed and expected. No form of academic dishonesty (cheating, copying assignments, plagiarism, forgery, etc.) will be tolerated. The first offense will result in a 0 for the assignment. The second offense will result in an F for the course.

## **Special Accommodations for Students with Disabilities**

In compliance with university policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Office for Student Disability Services in Downing University Center, A-200. The phone number is 270 -745-5004. Please DO NOT request accommodations directly from the professor or instructor without a letter of accommodation from the Office for Student Disability Services.

## **Email and Blackboard as Official Means of Communication**

Each student must have a WKU email address and Blackboard account for class participation. Email and Blackboard are considered official communication tools of this class. Thus, announcements and reminders are posted/sent frequently and will be sent only to official WKU email addresses. If you use a different email package at home, please ensure that your WKU email is forwarded correctly. It is the students' responsibility to check WKU email and Blackboard regularly and to be aware of all class reminders and announcements.

## Suggested Course Schedules

### 15-Week Suggested Schedule

This schedule is for those who would like to complete the course within a semester.

Week	Module	Activities and Assignments
1	Introduction and Module 1	-Introductory Assignment -Chapter 1 Reading -Chapter 1 Multiple Choice Exercise
2	Module 1	-Chapter 1 True/False Exercise -Chapter 1 Quiz
3	Module 2	-Chapter 2 Reading -Chapter 2 Multiple Choice Exercise
4	Module 2	-Chapter 2 True/False Exercise -Chapter 2 Quiz
5	Module 3	-Chapter 4 Reading -Chapter 4 Multiple Choice Exercise
6	Module 3	-Chapter 4 True/False Exercise -Chapter 4 Quiz
7	Module 4	-Chapter 5 Reading -Chapter 5 Multiple Choice Exercise
8	Module 4	-Chapter 5 True/False Exercise -Chapter 5 Quiz
9	Module 5	-Chapter 8 Reading -Chapter 8 Multiple Choice Exercise
10	Module 5	-Chapter 8 True/False Exercise -Chapter 8 Quiz
11	Module 6	-Chapter 9 Reading -Chapter 9 Multiple Choice Exercise
12	Module 6	-Chapter 9 True/False Exercise -Chapter 9 Quiz
13	Module 7	-Chapter 10 Reading -Chapter 10 Multiple Choice Exercise
14	Module 7	-Chapter 10 True/False Exercise -Chapter 10 Quiz
15	Final Exam	Proctored Final Exam

## 7-Week Suggested Schedule

This schedule is for those who would like to complete the course sooner.

Week	Module	Activities and Assignments
1	Introduction and Module 1	-Introductory Assignment -Chapter 1 Reading -Chapter 1 Multiple Choice Exercise -Chapter 1 True/False Exercise -Chapter 1 Quiz
2	Module 2	-Chapter 2 Reading -Chapter 2 Multiple Choice Exercise -Chapter 2 True/False Exercise -Chapter 2 Quiz
3	Module 3	-Chapter 4 Reading -Chapter 4 Multiple Choice Exercise -Chapter 4 True/False Exercise -Chapter 4 Quiz
4	Module 4	-Chapter 5 Reading -Chapter 5 Multiple Choice Exercise -Chapter 5 True/False Exercise -Chapter 5 Quiz
5	Module 5	-Chapter 8 Reading -Chapter 8 Multiple Choice Exercise -Chapter 8 True/False Exercise -Chapter 8 Quiz
6	Module 6	-Chapter 9 Reading -Chapter 9 Multiple Choice Exercise -Chapter 9 True/False Exercise -Chapter 9 Quiz
7	Module 7	-Chapter 10 Reading -Chapter 10 Multiple Choice Exercise -Chapter 10 True/False Exercise -Chapter 10 Quiz Proctored Final Exam