ISB205a – Management Software  
Canisius College - Richard J. Wehrle School of Business  
Department of Marketing & Information Systems  
Fall 2015

Class Schedule:  
Monday 4:30-5:45 OM119  
Wednesday 4:30-5:45 OM119

Professor: Jim Connolly  
Phone: 716.566.0182 (mobile)  
email: james.connolly@canisius.edu  
Office Hours: by mutual arrangement

Required Text  
*Microsoft Project 2010 Step by Step*, Microsoft Press, 2010  

Course Objectives: Students will be exposed to Project Management concepts, learn why project management is important to the success of nearly any endeavor, and transfer this knowledge into building project plans using MS Project. Students will also perform advanced data analysis and graphics with MS Office products, this analysis will show students how data becomes information that is used to guide corporate decision making processes. Students will take the skills they have learned to deliver professional presentations to their peers.

Grading Strategy:

<table>
<thead>
<tr>
<th>Component</th>
<th>Description</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework</td>
<td>4 assignments 5 points each</td>
<td>20%</td>
</tr>
<tr>
<td>Project</td>
<td>Divided into 3 assignments</td>
<td>30%</td>
</tr>
<tr>
<td>Midterm Exam</td>
<td></td>
<td>20%</td>
</tr>
<tr>
<td>Final Exam</td>
<td></td>
<td>20%</td>
</tr>
<tr>
<td>Instructor Evaluation</td>
<td>Class work, participation, attendance</td>
<td>10%</td>
</tr>
</tbody>
</table>

Late assignments will be penalized on a daily/weekly/horrendously late scale. Failure to notify prior to missing exam will result in 50% reduction. You are expected to be on time, be attentive, learn, and ask questions (many questions).

Classroom Activity/Assignments and Exams  
Please bring your books and be prepared to start at 4:30, late arrivals may wait outside until a break in the class. We will be doing hands on work in class that will be added to ad-hoc drop boxes and included in the Instructor Evaluation grade.

To receive full credit, homework needs to be added to the D2L dropbox no later than 3:30PM ET on the due date. Some homework will also need a hardcopy turned in at the start of class. Any formulas used in Excel or Access need to be printed out along with finished workbooks and databases, specific instructions will be included with each assignment.
Course Topics or Course Schedule
Instructor reserves the right to change the course schedule throughout the semester. Changes to the schedule will be announced in class or D2L. Updated syllabus will be loaded into D2L with any changes.

Class Schedule:

<table>
<thead>
<tr>
<th>Date</th>
<th>Class #/Closure</th>
<th>Text Chapter(s)</th>
<th>Discussion Topics &amp; Assignments</th>
<th>Due</th>
</tr>
</thead>
</table>
| 8/31/2015  | 1               |                 | Class Introduction
Introduction to Project Management
PMI/PMBoK                                                       |
| 9/2/2015   | 2               | 1               | Introduction to MS Project                                          |
|            |                 |                 | Project Management Discussion                                        |
| 9/7/2015   | Labor Day       |                 |                                                                     |
| 9/9/2015   | 3               | 2               | Creating a task list                                               |
| 9/14/2015  | 4               | 3               | Setting up Resources                                               |
| 9/16/2015  | 5               | 4               | Assigning Resources to Tasks                                       |
| 9/21/2015  | 6               | 6&7             | Task details
Homework 1                                                          |
| 9/23/2015  | 7               | 7&8             | Resource and Assignment details                                     |
| 9/28/2015  | 8               | 9               | Resource and Assignment details                                     |
|            |                 |                 | Homework 1                                                          |
| 9/30/2015  | 9               | 10              | Project Plan fine tuning
Semester Project Overview                                             |
| 10/5/2015  | 10              | 11              | Organizing Project Plan+                                            |
| 10/7/2015  | 11              | 12              | Tracking Progress
Semester Project Part 1                                              |
| 10/12/2015 | Fall Holiday    |                 |                                                                     |
| 10/14/2015 | 12              | 13              | Getting information out of Project Plan
Homework 2                                                           |
| 10/19/2015 | 13              | 14              | Getting your Plan back on track                                     |
| 10/21/2015 | 14              | 5&15            | Formatting and printing
Homework 2                                                           |
| 10/26/2015 | 15              |                 | Project Management review                                           |
| 10/28/2015 | 16              |                 | Midterm                                                             |
| 11/2/2015  | 17              |                 | Database concepts                                                    |
| 11/4/2015  | 18              |                 | Database software
Homework 3                                                           |
| 11/9/2015  | 19              |                 | Data to Information/Mashups                                          |
| 11/11/2015 | 20              |                 | Data visualization
Homework 3                                                           |
| 11/16/2015 | 21              |                 | Big Data                                                            |
| 11/18/2015 | 22              |                 | Data Analytics                                                       |
| 11/23/2015 | 23              |                 | Internet of Things
Homework 4                                                           |
| 11/25/2015 | Thanksgiving   |                 |                                                                     |
| 11/30/2015 | 24              |                 | Cloud Services                                                      |
| 12/2/2015  | 25              |                 | Service Level Agreements/Machine 2 Machine
Homework 4                                                           |
| 12/7/2015  | 26              |                 | Semester Project Presentations
Semester Project                                                       |
| 12/9/2015  | 27              |                 | Semester Project Presentations/Review
Semester Project                                                       |
| 12/14/2015 | Final Exams     |                 |                                                                     |

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9/21/2015 6 Task details
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9/28/2015 8 Resource and Assignment details
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Homework 4
12/7/2015 26 Semester Project Presentations
Semester Project
12/9/2015 27 Semester Project Presentations/Review
Semester Project
12/14/2015 Final Exams
**Attendance:** Students are expected to attend all classes. Reductions in final grade will occur for numerous absences. More than 4 absences will result in course failure. Please contact me prior to any absences.

**Academic Calendar:** [http://www.canisius.edu/academics/academic_calendar.asp](http://www.canisius.edu/academics/academic_calendar.asp)

**Conduct:** Students are expected to conduct themselves in an ethical manner in this course. Disrupting class, using lab computers for non-class activities, playing games, texting, emailing, etc, will not be tolerated. If you need to have personal communications, please exit the classroom, knock once when ready to return, the door will be reopened when the remainder of the class will be least impacted. Academic misconduct, plagiarism, hostility, or any other violation of the College’s academic integrity standards will result in lower grade, including a final grade of F. **Academic Integrity Policy:** [http://www.canisius.edu/integrity/](http://www.canisius.edu/integrity/)

**Withdrawal:** Students may withdraw from the course, please see the College Catalog for additional details.

**Disabilities Act:**
The Office of Disability Support Services serves as the college’s advocate for students with disabilities and it is responsible for arranging necessary support. Any student who needs academic accommodations should contact the office at (716) 888-3748. If you have a disability for which accommodations are necessary, please also inform the instructor. For more information about the DSS Office or academic accommodations, please visit www.canisius.edu/dss or call 888-3748.

**Having trouble?** Please contact me, using contact information at the top of the syllabus or the tutoring center: 888-2485