



**SYLLABUS**

**COLLEGE OF COMPUTING AND SOFTWARE ENGINEERING**

**Department of Information Technology**

**IT 3223: IT Organization and Management**

**FALL 2025**

# Course Information

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Class meeting time: Online

Modality and Location: TBD/Online  
Syllabus is posted in D2L

# Instructor Information

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Name: Darin Morrow

Email: dmorro21@kennesaw.edu

Office Location: Atrium J-303

Office Phone: 404-285-9405

Office Hours: In-Person: Tue 430-530pm, Virtual: Wed 5-6pm, Any weekday by appt 8am-6pm.

Preferred Method of Communication: D2L Email, Email, Teams, Text

*Remember to use netiquette guidelines in an online communication environment. Responses are provided within 24 hours or 48 hours if over the weekend*.

# Course Description

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This course provides a high-level introduction to several areas that are crucial to the Information Technology and Security profession: IT management, hardware/software acquisition, software development processes, and project management. This course will provide students with a foundation in understanding of planning, control, operating, and decision-making processes including project scope, request for proposals, and the software development life cycle. The course will introduce students to the formal organization of IT and a widely used project management information system.

# Course Materials

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**Required Texts:** None.

**Online lectures:**

At the beginning of every module, I will record a short lecture and post it in Teams. I will provide a link to the lecture in an announcement. You will be responsible for reviewing the recorded lecture. Lecture material and other documents and files can be downloaded in alternate formats using the “alternate formats” option in D2L pages.

**Technology Requirements:**

• This class uses D2L as a hosting site. Run a system check to ensure your computer works with D2L. Check out D2l Training.

• Online learning requires access to computer resources. Generally, basic standards include a computer (either a PC or a Mac) that is less than five years old, equipped with at least Microsoft Office 2007 (including Word, PowerPoint, and Excel) and recent versions of free media players (e.g., RealPlayer, Windows Media Player, QuickTime).

• Your internet connection will also be important to your ability to access information. A basic dial-up connection will not be satisfactory. Faculty often use audio and video files that would take a very long time to download over slow internet connections. We highly recommend a high-speed internet connection for taking online courses.

• You are required to use Microsoft Teams for class collaboration and class meetings that the instructor may schedule.

• Students enrolled in this class are expected to have a highly functional level of technology literacy. Students should be able to upload, download, and modify files, including office documents, spreadsheets, PDFs, and presentation technologies as presented in this class. You may be expected to create a computer-based presentation (slides plus your recorded voice) during this course. While free software is suggested, you may use alternate applications. You are expected to become VERY familiar with Brightspace [a.k.a. Desire2Learn or D2L] especially posting and reading discussion forums and uploading assignments.

• Students are required to install Linux in Virtual box/VM Workstation, and some assignments will require access to Netlab environment. More information will be provided in D2L module content.

• Technology support for KSU systems including D2L is available by emailing studenthelpdesk@kennesaw.edu or calling 470-578-3555. Please do not email technology problems to your instructor.

# Course Learning Outcomes

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Upon completion of this course, students will be able to:

LO-1: Discuss the elements of the basic Software Development Life Cycle and implement an analysis and design of a project using current project management tools.

LO-2: Compare and contrast the advantages and disadvantages of building vs buying a software system and evaluate a Request for Proposal for a software package.

LO-3: Describe the project phases and challenges of acquiring, integrating, and implementing a software package.

LO-4: Identify the elements and challenges of projecting scoping and project management.

LO-5: Demonstrate the ability to use Project Management tools and technology available to define, plan and monitor projects

LO-6: Identify the basic tenants’ areas of managing Information technology and information systems in organizations, management, systems, and services.

**Course Requirements and Assignments**

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Below are the course modules, graded items and how those items support the course learning objectives and learning outcomes**. D2L is the final authority on due dates.**

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| **Modules** | **Week** | **Content** | **Activities** | **Course Level Objectives** |
| Start Here  Module 1 – IT Organization, Management, and Operations | Week 1  Week 1-2 | Introduction Syllabus | Syllabus Quiz | N/A |
| Slides  Reading Links | Contact Team Members  Discussion 1 (I) – Org and Mgt of IT  Assignment 1 (I) – MSFT Project Install | LO6 |
| Module 2 – PM & Project Charter | Week 3 | Review links | Assignment (G) – Project Charter | LO1 |
| Module 3 – SDLC, Software Acq and RFP | Week 4-6 | Slides  Reading Links | Assignment 2 (I) – SDLC  Assignment 3 (I) – Buy vs Build  Assignment (I) - RFP  Assignment (G) – Vendor Evaluation | LO1, LO2  LO3, LO4  LO5 |
| Module 4 – Requirements & Change Control | Week 7-8 | Slides  Reading Links | Discussion 2 (I) – Requirements and Change Control  Exam 1 (I) | LO1, LO3  LO6 |
| Module 5 –Testing & Go-Live | Week 9-10 | Slides  Reading Links | Discussion 3 (I) - Testing  Discussion 4 (I) – Go Live & Transition | LO1, LO3, LO4 |
| Module 6 – Project Planning | Week 11-12 | Slides  YouTube videos  Reading Links | Assignment (G) - WBS  Assignment (G) - Project Plan | LO1, LO4 |
| Module 7 – Use Case Review | Week 13-14 | Slides  Reding Material | Assignment (I) – Use Case Analysis | LO1, LO2, LO3, LO4, LO5 |
| Exam Week | Week 15 | N/A | Exam 2 (I) | LO1, L02, LO3, LO4, LO5 |

# Evaluation and Grading Policies

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**Course Information:** The D2L content, links and other supplemental material will be the basis for all test taking and assignments. You will have a syllabus quiz, a software installation, 4 discussions, 4 individual assignments, 4 group assignments, and 2 exams.

**Course Schedule** Course due dates are as noted in the calendar tool in D2L.

**Grading Policy** Your final grade will be based on the number of points you earn during the semester.

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| **Graded Items** | **Weight** |
| 1 Syllabus Quiz & Software Install | 8% |
| 4 Discussions | 16% |
| 4 Individual Assignments | 28% |
| 4 Group Assignments | 28% |
| 2 Exams | 20% |
| **Total** | **100%** |

## Grading Scale:

89.5% - 100% A

79.5% - 89.49% B

69.5% - 79.49% C

59.5% - 69.49% D

0% - 59.49% F

***Early Alerts/Progress Reports:*** *This class is participating in Early Alerts, which faculty will submit during the first few weeks of class. These reports notify advisors and student success coaches to a range of things like missing class, missing assignments, if you might need to visit tutoring, or could benefit from help with time management or study skills. These are not recorded as grades and are meant to provide you with some additional resources to ensure you can be successful in your class. If you receive notification of an early alert, please take advantage of these resources.*

***Midterm Grades:*** *A midterm grade may be assigned by the midterm grade due date identified on the academic calendar. This midterm grade is for assessing mid-semester performance at least one week prior to the last day to withdraw without academic penalty. You may view your midterm grade in Owl Express. Note that only your final grade will be officially recorded on your academic transcript.*

# Course Policies

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**Attendance Policy**

* For an online course, there is no attendance taken, however, students are expected to subscribe to the discussion forums and enter an email address that will be closely monitored for course updates and notices.
* For the on campus/hybrid section, students are expected to come to each class on time. Stay during the whole class period.
* For both campus/hybrid and online section, students’ attendance is also measured by how often a student login in D2L course website, participation of online discussion, as well as on-time completion of homework.

**Instructional Continuity Plan**

Kennesaw State University (KSU) may decide to close campuses, operate on a delayed schedule, or transition to remote instruction for inclement weather or in case of emergency.

The University will announce campus closures, delayed schedules, or remote instruction through KSU Alerts sent to your cell number on file and to your university email account. In addition, announcements will be posted on KSU’s home page: www.kennesaw.edu.

Our class continuity plan includes:

1. Communication: Please check D2l Brightspace, e-mail, or Teams for necessary instructions.
2. Virtual Classes: If in-person classes are not possible, we may transition to virtual classes using MS Teams.
3. Assignments and Assessments: Deadlines for assignments and assessments may be adjusted to accommodate the emergency.

We understand that emergencies create unique challenges. If you need additional support during an emergency, reach out via Brightspace or e-mail. The university also offers resources such as counseling and academic support, which can be accessed remotely.

**Assignments, Discussion & Quiz/Exam Policy**

**•** All assignments MUST be submitted through D2L (https://kennesaw.view.usg.edu/) course website by the deadline specified in course calendar.

* Email submission will NOT be accepted.
* Any assignment that is less than 48 hours late is subject to a 10% penalty per day.
* Any assignment that is more than 48 hours late will NOT be accepted.
* Please note all due and end dates.

• The grades for labs/assignments/projects/discussions will be available 72 business hours after the due date.

• Use the Kennesaw State University netiquette guidelines in an online communication environment.

**Policy on the Usage of Artificial Intelligence**

AI Use Allowed, but Not Required:

In this class, you are welcome to use AI for any purpose. However, you should note that all AI generative tools still tend to make up incorrect facts and fake citations, code generation models tend to produce inaccurate outputs, and image/art generation tools can produce copied work or offensive products. You will be responsible for any inaccurate, biased, offensive, or otherwise unethical content you submit regardless of whether it originally comes from you or an AI tool. If you use an AI tool, its contribution must be credited in your submission. The use of an AI tool without acknowledgement is cheating and constitutes a violation of the KSU Code of Academic Integrity.

# Department or College Policies

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**Academic Integrity Statement**Every KSU student is responsible for upholding the provisions of the Student Code of Conduct, as published in the Undergraduate and Graduate Catalogs. Section II of the Student Code of Conduct addresses the University's policy on academic honesty, including provisions regarding plagiarism and cheating, unauthorized access to University materials, misrepresentation/falsification of University records or academic work, malicious removal, retention, or destruction of library materials, malicious/intentional misuse of computer facilities and/or services, and misuse of student identification cards.

Incidents of alleged academic misconduct will be handled through the established procedures of the University Judiciary Program, which includes either an "informal" resolution by a faculty member - resulting in a grade adjustment, or a formal hearing procedure, which may subject a student to the Code of Conduct's minimum one semester suspension requirement. Students are encouraged to study together and to work together on non-exam class assignments and lab exercises; however, the provisions of the STUDENT CONDUCT REGULATIONS, II. Academic Honesty, KSU Undergraduate Catalog will be strictly enforced in this class.

***Students who are caught violating the KSU policy on Academic Integrity in this course will be subject to the following:***

First the instructor will query the KSU SCAI office to determine if the student has a prior SCAI violation.  if the student does, the entire case will automatically be deferred to the SCAI office for processing.

If not, the student will then be notified by KSU email as to the potential or alleged violations of KSU SCAI policy. If the instructor feels the evidence is sufficient, they will also include an informal penalty. Students have 2 business days (48 hours) to respond to the instructor, providing any information or justification for their actions. They will also indicate whether they a) acknowledge their responsibility and fault in the allegations and accept the offered informal penalty or b) refute any allegations, or deny responsibility, and request a formal hearing by the KSU SCAI office. Failure to respond within this period will be viewed as a default admission of guilt of any alleged violations, and the case referred to SCAI for a hearing.

*For a first offense (in this course) a 0 (zero) on the assignment in question, and up to an "F" for the course, at the discretion of the instructor.  
For a second offence (in this course) an “F” will be assigned for the course, at the discretion of the instructor.  
All documented Academic Integrity violations WILL BE reported to the KSU Student Conduct and Academic Integrity Office for filing.*

Students accepting the informal resolution MUST remain in the course for the duration of the term. Students charged with SCAI violations who subsequently drop the course will automatically be referred to the SCAI office, without further discussion, even if the student has accepted the informal resolution.   Any student referred to the SCAI office for formal review will be subject to SCAI hearings and possibly a mandatory 1-semester suspension on 1st offense or 1-year suspension on 2nd offense.

All assignments, exams, projects, papers, etc., must be the original work of the student. Original work may include the thoughts and words of others, but such thoughts or words must be identified using quotation marks or indentation and must properly identify the source. At all times, students are expected to comply with the department's accepted citation practice and policy. The University and its faculty are committed to maintaining high standards of academic integrity. Student work will be routinely submitted to plagiarism detection tools (such as those at www.turnitin.com) for review.

Work is not original when it has been submitted previously by the author or by anyone else for academic credit. Work is not original when it has been copied or partially copied from any other source, including another student, unless such copying is acknowledged by the person submitting the work for credit at the time the work is being submitted, or unless copying, sharing, or joint authorship is an express part of the assignment. Exams and tests are original work when no unauthorized aid is given, received, or used before or during the course of the examination, reexamination, or remediation.

***In accordance with KSU Policy***“Engaging in any behavior which a professor prohibits as academic misconduct in the syllabus or in class discussion is cheating. When direct quotations are used, they should be indicated, and when the ideas, theories, data, figures, graphs, programs, electronic based information, or illustrations of someone other than the student are incorporated into a paper or used in a project, they should be duly acknowledged. No student may submit the same, or substantially the same, paper or other assignment for credit in more than one class without the prior permission of the current professor(s).

For the complete SCAI policy visit [SCAI policy](https://scai.kennesaw.edu/codes.php), from which this information was copied and/or adapted.

**Use of Paraphrasing Tools**Recently students have begun using online paraphrasing tools to avoid TII issues. To avoid any confusion or ambiguity with the use of these tools, the use of all such tools is hereby prohibited in this course.  Any student caught using a paraphrase tool on an assignment will have their assignment treated like any other plagiarized submission and thus will be subject to SCAI procedures.

**TurnItIn & D2L**Any written assignments (including essay questions for the exams) assigned in the course will be evaluated by D2L’s TurnItIn (TII) module. Therefore, most written submissions will be submitted in a two-phase approach:

* A complete draft version of the assignment must be submitted to D2L no later than 24 hours prior to the date/time specified in D2L. Once you receive your original report, you may revise and resubmit it as often as you like to D2L until the due date/time. Note that TII may take up to an hour for a subsequent report.
* A final version of the assignment must be to the same D2L submission folder by the due date and no sooner than 1 hour from the submission time of the draft.  The final version will also be reviewed for originality. The final version will count as the final assignment grade as specified by the instructor in the grades area above, using the appropriate rubric. Part of your grade will assess whether you submitted a draft, and whether you improved the TII flagged content from the draft to the final version.
* As a general rule, ***ignore the originality score***, instead review the report for flagged content.  Any flagged content not directly attributable to instructor-provided materials must be rewritten unless it is considered common usage. (e.g., "Michael J. Coles College of Business, Kennesaw State University” may be flagged but can be safely ignored).
* If a student only uploads a single version, that version will be deemed final and graded as such, even if the student intended it to be a draft.  This version will be reviewed for potential TII violations.
* The minimum penalty for failing to submit a complete draft 24 hours prior to the assignment's due date/time AND a FINAL version at least an hour later is 10% of the value of the assignment.

# Institutional Syllabus Policies, Procedures, and Resources

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[**Federal, BOR, & KSU Required Syllabus Policies and Student Resources**](https://www.kennesaw.edu/curriculum-instruction-assessment/academic-program-planning-development/resources/student-syllabus-resources.php)**Course Schedule**

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