

# Course Syllabus

## NTM 3550 SUPERVISING INFORMATION TECHNOLOGY

**Instructor:** Dr. Diana J. Green, EH 378, 626-6821, [djgreen@weber.edu](mailto:djgreen@weber.edu)

<mailto:djgreen@weber.edu> **Text:** Management/Leadership book approved by instructor

**Course Description:** Analyzing Information Technology (IT) systems and procedures including planning and implementation, departmental structure and operations, and the responsibilities and productivity of IT personnel. Prerequisite: NTM 2300 or NTM 2531 required.

**Learning Outcomes:** Upon completion of this course, the student will be able to:

1. Define the operation and organization of the office system and the role or responsibilities of the manager.
2. Describe the processes used for employee selection, evaluation, and termination.
3. Identify the main characteristics of styles of management.
4. Describe the practices that may be followed by office managers in solving office problems including personnel motivators and such tools as charts and office layout.
5. Describe issues influencing the modern office environment.
6. Identify the components of a system and the steps involved in designing/modifying a system.
7. List and explain the steps for conducting, evaluating, and reporting results of a feasibility study.
8. Prepare a budget for an office situation with consideration given to cost control.
9. Explain and use project management.
10. Identify methods of security and ethical issues affecting office personnel.

**Grading:** The final grade for this course is based on the following scale:

95% - 100 % = A	87% - 89% = B+	77% - 79% = C+	67% - 69% = D+
90% - 94 % = A-	83% - 86% = B	73% - 76% = C	63% - 66% = D
	80% - 82% = B-	70% - 72% = C-	60% - 62% = D-
Assignments	50%		
Tests and Quizzes	50%		
Total	100%		

**Note:** All assignments are to be prepared in a professional manner. Each assignment will be graded upon content, organization, completeness, accuracy, spelling, grammar, and punctuation.

**Note:** Any student requiring accommodations or services due to a disability must contact Services for Students with Disabilities (SSD) in Room 181 of the Students Service Center. SSD can also arrange to provide course materials in alternative formats if necessary.

**Note:** The last day to withdraw without penalty from this class is **November 4, 2014**.

**Note:** No late work is accepted without prior approval from the instructor. Late work is subject to a 20% late penalty and must be completed within one week of deadline. No late tests may be taken after the deadline unless a student has extenuating circumstances such as a car accident or hospital emergency. Notification to the instructor must be made within 24 hours of scheduled test date. Late tests that have instructor approval are subject to a 20% late penalty and must be completed within one week of scheduled test date.

**Note:** Students are expected to complete their own work. If you are caught cheating in this course, you will be subject to academic discipline including the imposition of University sanctions. A description of cheating and possible sanctions is found in the WSU Student Code available on the WSU home page, at the office of the Vice President for Student Services, and at the WSUSA Office.

**Note:** [Here is the link to the daily activities, assignments, and exams.](https://weber.instructure.com/courses/340566/files/53828797/download?verifier=WomII0HG0BkUcbWHPwqRU6hvsALiCf6SuQwzJOJV&wrap=1) (<https://weber.instructure.com/courses/340566/files/53828797/download?verifier=WomII0HG0BkUcbWHPwqRU6hvsALiCf6SuQwzJOJV&wrap=1>) <https://weber.instructure.com/courses/340566/files/53828797/download?verifier=WomII0HG0BkUcbWHPwqRU6hvsALiCf6SuQwzJOJV&wrap=1>) <https://weber.instructure.com/courses/340566/files/53828797/download?verifier=WomII0HG0BkUcbWHPwqRU6hvsALiCf6SuQwzJOJV&wrap=1>)

<https://weber.instructure.com/courses/340566/files/53691898/download?verifier=uSMA6iApc2hgUrHOsRfHvhzpwMzycEjDamWVRFu> <https://weber.instructure.com/courses/340566/files/53691898/download?verifier=uSMA6iApc2hgUrHOsRfHvhzpwMzycEjDamWVRFu>

<https://weber.instructure.com/courses/340566/files/53691894/download?verifier=EjcEjbNu9cwDFxiutVHMHEk8eIAs5tZ8K8k0rymh> <https://weber.instructure.com/courses/340566/files/53691894/download?verifier=EjcEjbNu9cwDFxiutVHMHEk8eIAs5tZ8K8k0rymh>

Thu Sep 11, 2014	<a href="https://weber.instructure.com/courses/340566/assignments/1853694">Management Style Reporting Activity Inclass September 11</a>	due by 8:10pm
	<a href="https://weber.instructure.com/courses/340566/assignments/1853694">(https://weber.instructure.com/courses/340566/assignments/1853694)</a>	
	<a href="https://weber.instructure.com/courses/340566/assignments/1827527">Management Styles Article Assgn</a>	due by 11:59pm
	<a href="https://weber.instructure.com/courses/340566/assignments/1827527">(https://weber.instructure.com/courses/340566/assignments/1827527)</a>	
	<a href="https://weber.instructure.com/courses/340566/assignments/1827526">Management/Leadership Book Report</a>	due by 11:59pm
	<a href="https://weber.instructure.com/courses/340566/assignments/1827526">(https://weber.instructure.com/courses/340566/assignments/1827526)</a>	
	<a href="https://weber.instructure.com/courses/340566/assignments/1827524">Manager Observation (https://weber.instructure.com/courses/340566/assignments/1827524)</a>	due by 11:59pm
Sat Sep 13, 2014	<a href="https://weber.instructure.com/courses/340566/assignments/1853702">Manager/Supervisor Observation</a>	due by 11:59pm
	<a href="https://weber.instructure.com/courses/340566/assignments/1853702">(https://weber.instructure.com/courses/340566/assignments/1853702)</a>	
Thu Sep 18, 2014	<a href="https://weber.instructure.com/courses/340566/assignments/1827531">MS Project Graduation Assgn (https://weber.instructure.com/courses/340566/assignments/1827531)</a>	due by 11:59pm
Thu Sep 25, 2014	<a href="https://weber.instructure.com/courses/340566/assignments/1827528">Personal Mission Statement (https://weber.instructure.com/courses/340566/assignments/1827528)</a>	due by 11:59pm
	<a href="https://weber.instructure.com/courses/340566/assignments/1827549">Response to Bruce Bowen's Presentation</a>	due by 11:59pm
	<a href="https://weber.instructure.com/courses/340566/assignments/1827549">(https://weber.instructure.com/courses/340566/assignments/1827549)</a>	
Thu Oct 2, 2014	<a href="https://weber.instructure.com/courses/340566/assignments/1827521">Budget Sept (https://weber.instructure.com/courses/340566/assignments/1827521)</a>	due by 11:59pm
	<a href="https://weber.instructure.com/courses/340566/assignments/1827530">Exam 1 (https://weber.instructure.com/courses/340566/assignments/1827530)</a>	due by 11:59pm
	<a href="https://weber.instructure.com/courses/340566/assignments/1827534">MI Progress Report 1 (https://weber.instructure.com/courses/340566/assignments/1827534)</a>	due by 11:59pm
	<a href="https://weber.instructure.com/courses/340566/assignments/1827532">Visio Layout Memo Report Assgn</a>	due by 11:59pm
	<a href="https://weber.instructure.com/courses/340566/assignments/1827532">(https://weber.instructure.com/courses/340566/assignments/1827532)</a>	
Thu Oct 9, 2014	<a href="https://weber.instructure.com/courses/340566/assignments/1827550">Feasibility Study Instructions (https://weber.instructure.com/courses/340566/assignments/1827550)</a>	due by 11:59pm
	<a href="https://weber.instructure.com/courses/340566/assignments/1827535">MI Progress Report 2 (https://weber.instructure.com/courses/340566/assignments/1827535)</a>	due by 11:59pm
Thu Oct 16, 2014	<a href="https://weber.instructure.com/courses/340566/assignments/1827533">Managerial Issues Written Report</a>	due by 11:59pm
	<a href="https://weber.instructure.com/courses/340566/assignments/1827533">(https://weber.instructure.com/courses/340566/assignments/1827533)</a>	
Thu Oct 23, 2014	<a href="https://weber.instructure.com/courses/340566/assignments/1827538">MI Oral Presentation Outline Oct. 16 or 23</a>	due by 11:30pm
	<a href="https://weber.instructure.com/courses/340566/assignments/1827538">(https://weber.instructure.com/courses/340566/assignments/1827538)</a>	
	<a href="https://weber.instructure.com/courses/340566/assignments/1827548">FS Proposal (https://weber.instructure.com/courses/340566/assignments/1827548)</a>	due by 11:59pm
	<a href="https://weber.instructure.com/courses/340566/assignments/1827539">FS Questionnaire Rough Draft (https://weber.instructure.com/courses/340566/assignments/1827539)</a>	due by 11:59pm
	<a href="https://weber.instructure.com/courses/340566/assignments/1827536">Managerial Issues Oral Presentation Oct. 16 or 23</a>	due by 11:59pm
	<a href="https://weber.instructure.com/courses/340566/assignments/1827536">(https://weber.instructure.com/courses/340566/assignments/1827536)</a>	
Thu Oct 30, 2014	<a href="https://weber.instructure.com/courses/340566/assignments/1827545">FS Flow Chart in Visio (https://weber.instructure.com/courses/340566/assignments/1827545)</a>	due by 11:59pm
	<a href="https://weber.instructure.com/courses/340566/assignments/1827544">FS Gantt Chart in Project (https://weber.instructure.com/courses/340566/assignments/1827544)</a>	due by 11:59pm
	<a href="https://weber.instructure.com/courses/340566/assignments/1827542">FS Progress Report 1 (https://weber.instructure.com/courses/340566/assignments/1827542)</a>	due by 11:59pm
	<a href="https://weber.instructure.com/courses/340566/assignments/1827540">FS Questionnaire Final (https://weber.instructure.com/courses/340566/assignments/1827540)</a>	due by 11:59pm

	<a href="https://weber.instructure.com/courses/340566/assignments/1827537">SelfEval MI Oral Presentation Oct. 23 or 30</a> ( <a href="https://weber.instructure.com/courses/340566/assignments/1827537">https://weber.instructure.com/courses/340566/assignments/1827537</a> )	due by 11:59pm
Thu Nov 6, 2014	<a href="https://weber.instructure.com/courses/340566/assignments/1827522">Budget Oct</a> ( <a href="https://weber.instructure.com/courses/340566/assignments/1827522">https://weber.instructure.com/courses/340566/assignments/1827522</a> )	due by 11:59pm
	<a href="https://weber.instructure.com/courses/340566/assignments/1827543">FS Progress Report 2</a> ( <a href="https://weber.instructure.com/courses/340566/assignments/1827543">https://weber.instructure.com/courses/340566/assignments/1827543</a> )	due by 11:59pm
Fri Nov 7, 2014	<a href="https://weber.instructure.com/courses/340566/assignments/1887701">Barry Gomberg Affirmative Action Presentation</a> ( <a href="https://weber.instructure.com/courses/340566/assignments/1887701">https://weber.instructure.com/courses/340566/assignments/1887701</a> )	due by 11:59pm
Thu Dec 4, 2014	<a href="https://weber.instructure.com/courses/340566/assignments/1827523">Budget Nov</a> ( <a href="https://weber.instructure.com/courses/340566/assignments/1827523">https://weber.instructure.com/courses/340566/assignments/1827523</a> )	due by 11:59pm
	<a href="https://weber.instructure.com/courses/340566/assignments/1827525">Budget Reflection Paper</a> ( <a href="https://weber.instructure.com/courses/340566/assignments/1827525">https://weber.instructure.com/courses/340566/assignments/1827525</a> )	due by 11:59pm
	<a href="https://weber.instructure.com/courses/340566/assignments/1827552">FS Oral Evaluation</a> ( <a href="https://weber.instructure.com/courses/340566/assignments/1827552">https://weber.instructure.com/courses/340566/assignments/1827552</a> )	due by 11:59pm
	<a href="https://weber.instructure.com/courses/340566/assignments/1827541">FS Oral Presentation</a> ( <a href="https://weber.instructure.com/courses/340566/assignments/1827541">https://weber.instructure.com/courses/340566/assignments/1827541</a> )	due by 11:59pm
	<a href="https://weber.instructure.com/courses/340566/assignments/1827547">FS Team Participation Eval</a> ( <a href="https://weber.instructure.com/courses/340566/assignments/1827547">https://weber.instructure.com/courses/340566/assignments/1827547</a> )	due by 11:59pm
	<a href="https://weber.instructure.com/courses/340566/assignments/1827546">FS Written Report</a> ( <a href="https://weber.instructure.com/courses/340566/assignments/1827546">https://weber.instructure.com/courses/340566/assignments/1827546</a> )	due by 11:59pm
	<a href="https://weber.instructure.com/courses/340566/assignments/1827529">Personal Budget Excel Files That May be Used</a> ( <a href="https://weber.instructure.com/courses/340566/assignments/1827529">https://weber.instructure.com/courses/340566/assignments/1827529</a> )	due by 11:59pm
Thu Dec 11, 2014	<a href="https://weber.instructure.com/courses/340566/assignments/1828065">Final Exam</a> ( <a href="https://weber.instructure.com/courses/340566/assignments/1828065">https://weber.instructure.com/courses/340566/assignments/1828065</a> )	due by 11:59pm