

Course Syllabus

[Jump to Today](#)
 [Edit](#)

NET 3550 SUPERVISING INFORMATION TECHNOLOGY

Instructors: Dr. Diana J. Green, EH 378, 626-6821, djgreen@weber.edu (<mailto:djgreen@weber.edu>)

Text: Management/Leadership book approved by instructor

Management/Leadership book approved by instructor. A list of books to choose from will be provided in class. You will not need to purchase a book before the first day of class.

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.

Course Prerequisite: NET 2300 or WEB 2300 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	20%	Exams	25%
Case Studies	30%	Feasibility Studies	25%

Assignments

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

ADA

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. You can also call **801.395.3524** or visit <http://www.weber.edu/ssd> [_http://www.weber.edu/ssd_](http://www.weber.edu/ssd) for more details.

Withdrawal Date

The last day to withdraw without penalty from this class is **November 7, 2017**.

Late Work

Late assignments will receive a 10% deduction for each day late up to a week. After one week, no assignments will be accepted. No late tests may be taken 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.

Academic Honesty

School of Computing policies dictate that any verifiable evidence of student academic cheating, as defined and determined by the instructor, will result in:

1. an automatic failing grade for the class and
2. a report to the Dean of Students that will include the student's name and a description of the student's dishonest conduct.

Further disciplinary action may be taken by the University as it deems appropriate. You can find more information about academic honesty in the Weber State Policies and Procedures Manual. http://www.weber.edu/ppm/Policies/6-22_StudentCode.html [_http://www.weber.edu/ppm/Policies/6-22_StudentCode.html_](http://www.weber.edu/ppm/Policies/6-22_StudentCode.html)





Course Fees


Course fees in the Network Management Technology and Web and User Experience majors are designed to cover the costs of equipment maintenance and replacement, software, consumable materials and supplies, instructional resources, and certification.










Campus Closure

In the event of the campus being closed, please check the Canvas portal for course instruction.

Course Summary:

Date	Details
Thu Sep 7, 2017	 Management/Leadership Book Report _https://weber.instructure.com/courses/443792/assignments/3334325_ due by 11:59pm
	 MS Project Graduation Assgn _https://weber.instructure.com/courses/443792/assignments/3334339_ due by 11:59pm
	 Read Project Management Slides & Listen to Tutorial Videos _https://weber.instructure.com/courses/443792/assignments/3334342_ due by 11:59pm
Thu Sep 28, 2017	 Feasibility Study Instructions _https://weber.instructure.com/courses/443792/assignments/3334308_ due by 11:59pm

Date	Details	
Sat Sep 30, 2017	 Exam 1 (https://weber.instructure.com/courses/443792/assignments/3334307)	due by 11:59pm
Thu Oct 5, 2017	 Budget September (https://weber.instructure.com/courses/443792/assignments/3334294)	due by 11:59pm
	 Feasibility Study Proposal (https://weber.instructure.com/courses/443792/assignments/3334309)	due by 11:59pm
Thu Oct 12, 2017	 FS Questionnaire Rough Draft (https://weber.instructure.com/courses/443792/assignments/3334319)	due by 11:59pm
Thu Oct 19, 2017	 MI Oral Presentations Teams 4, 7, 8, and 9 (https://weber.instructure.com/calendar?event_id=821515&include_contexts=course_443792)	12am
	 FS Gantt Chart in Project (https://weber.instructure.com/courses/443792/assignments/3334312)	due by 11:59pm
	 FS Progress Report (https://weber.instructure.com/courses/443792/assignments/3334316)	due by 11:59pm
	 FS Questionnaire Final (https://weber.instructure.com/courses/443792/assignments/3334318)	due by 11:59pm
Thu Oct 26, 2017	 MI Oral Presentations Teams 3, 5, 6, 10, and 11 (https://weber.instructure.com/calendar?event_id=821513&include_contexts=course_443792)	12am
Thu Nov 2, 2017	 MI Oral Presentations Teams 13, 14, and 15 (https://weber.instructure.com/calendar?event_id=821512&include_contexts=course_443792)	12am
	 Budget October (https://weber.instructure.com/courses/443792/assignments/3334292)	due by 11:59pm
Thu Nov 9, 2017	 FS Presentation Report (https://weber.instructure.com/courses/443792/assignments/3334321)	due by 11:59pm
	 Mission Statement Lectures Slides (https://weber.instructure.com/courses/443792/assignments/3334337)	due by 11:59pm
Thu Nov 16, 2017	 Thanksgiving (https://weber.instructure.com/calendar?event_id=821514&include_contexts=course_443792)	12am
	 Personal Mission Statement (https://weber.instructure.com/courses/443792/assignments/3334341)	due by 11:59pm
Thu Nov 23, 2017	 Budget Reflection Paper (https://weber.instructure.com/courses/443792/assignments/3334293)	due by 11:59pm

Date	Details
Thu Nov 30, 2017	 Final Exam (https://weber.instructure.com/calendar?event_id=821510&include_contexts=course_443792) 12am
	 FS Oral Presentation Teams 4, 5, and 6 (https://weber.instructure.com/calendar?event_id=821511&include_contexts=course_443792) 12am
	 Personal Budget Excel Files That May be Used (https://weber.instructure.com/courses/443792/assignments/3334340) due by 11:59pm
	 Submitted Course Evaluation (https://weber.instructure.com/courses/443792/assignments/3334347) due by 11:59pm
Sat Dec 2, 2017	 Final Exam (https://weber.instructure.com/courses/443792/assignments/3334310) due by 11:30pm
Thu Dec 7, 2017	 Budget November (https://weber.instructure.com/courses/443792/assignments/3334291) due by 11:59pm
	 FS Oral Evaluation (https://weber.instructure.com/courses/443792/assignments/3334313) due by 11:59pm
	 FS Oral Presentation Teams 1-6 (https://weber.instructure.com/courses/443792/assignments/3334314) due by 11:59pm
	 FS Team Participation Eval (https://weber.instructure.com/courses/443792/assignments/3334320) due by 11:59pm