

Course Syllabus

[Jump to Today](#)

 [Edit](#)

NET 3550 Supervising Information Technology | Fall 2018

Instructor

Instructor: Matt Paulson
Office: WSU Davis D2 308G
T 0900-1100 (WSU
Ogden EH 311C)

Office Hours: W 0900-1100 (WSU
Davis D2 308G)
W 1300-1630 (SLCC)

Office Phone: (801) 395-3438

Email: mattpaulson@weber.edu



My preferred method of contact is email. I respond to weber.edu email or Canvas conversations. Please give me 24-48 hours for a reply to your message. I do not generally check email on weekends or holidays, so please plan ahead.

You may also call me at my office phone during my office hours.

Course Overview

Welcome to Supervising Information Technology! This course is taught face-to-face meaning we will meet in class during each scheduled session. In addition, this course utilizes WSU's online learning environment, called Canvas, to compliment the face-to-face sessions. All course documents and resources are available through Canvas and all coursework and learning activities (unless otherwise stated) will be submitted via Canvas.

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.

LEARNING RESOURCES

Textbook & Reading Materials

The text for this class will be: Managing Information Technology, 7th Edition, Carol V. Brown, ISBN: 978-0-13-214632-6

You may purchase this book at the [WSU Bookstore \(http://bookstore.weber.edu/\)](http://bookstore.weber.edu/) or online. Make sure you get the seventh edition!

Canvas

Canvas is where course content, grades, and communication will reside for this course.

- <https://weber.instructure.com>
- For Canvas-related technical support, please click the HELP link in the top right corner of your screen.
- You can also call WSU Online at (801) 626-6499 or email wsuonline@weber.edu (<mailto:wsuonline@weber.edu>)
 - Your **username** is your **W#**, and your **password** is your password (the same one you use for the eWeber portal).
- For **Passwords** (<http://www.weber.edu/help>), or any other computer-related technical support contact the **IT Service Desk** (<http://www.weber.edu/help>).
 - (801) 626-7777
 - 1-800-848-7770 - option 2 - ask for extension 7777
 - <http://www.weber.edu/help> (<http://www.weber.edu/help>)
 - csupport@weber.edu (<mailto:csupport@weber.edu>)

LEARNING ACTIVITIES

Modules

Your learning activities are contained in the class modules. Please refer to them often to access the required readings, videos, and assignments.

Assignments

All assignments will be submitted via Canvas. Most assignments will be submitted via Google Drive. You will be presented with tasks to accomplish, and you will submit the results of those tasks.

All assignments are due on as noted in the assignment. Late assignments will be accepted with an immediate 20% late penalty. Please be mindful of this deadline, and make every effort to turn in assignments well before the deadline.

Quizzes

There are no quizzes for this class.

Exams

Exams must be taken from a [WSU Testing Center \(http://www.weber.edu/testingcenter/\)](http://www.weber.edu/testingcenter/) location or if you are located out of the area, from an [approved proctor \(http://departments.weber.edu/ce/distancelearning/testing.aspx\)](http://departments.weber.edu/ce/distancelearning/testing.aspx). Please check the testing center operating hours. Additionally, you must be at the testing

center at least one hour before closing or you will not be able to take the exam.

All tests must be taken no later than 13 December.

GRADES

Your grade is based on the following:

Case Studies 40%
Assignments 30%
Exams 40%
Total Possible 100%

Grading Scheme

Grades will be assigned based on the following percentages:

A = 95.0-100% C = 73.0-76.9%
A- = 90.0-94.9% C- = 70.0-72.9%
B+ = 87.0-89.9% D+ = 67.0-69.9%
B = 83.0-86.9% D = 63.0-66.9%
B- = 80.0-82.9% D- = 60.0-62.9%
C+ = 77.0-79.9% E < 60%

COURSE POLICIES

Academic Honesty/Ethical Conduct

Students are expected to maintain academic ethics and integrity in regards to performing their own work. The WSU Student Code states clarifies cheating.

1. Cheating, which includes but is not limited to:
 - a. Copying from another student's test paper;
 - b. Using materials during a test not authorized by the person giving the test;
 - c. Collaborating with any other person during a test without authority;
 - d. Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of any test, without authorization of the appropriate official;
 - e. Bribing any other person to obtain any test;
 - f. Soliciting or receiving unauthorized information about any test;
 - g. Substituting for another student or permitting any other person to substitute for oneself to take a test.

2. Plagiarism, which is the unacknowledged (uncited) use of any other person or group's ideas or work. This includes purchased or borrowed papers;
3. Collusion, which is the unauthorized collaboration with another person in preparing work offered for credit;
4. Falsification, which is the intentional and unauthorized altering or inventing of any information or citation in an academic exercise, activity, or record-keeping process;
5. Giving, selling or receiving unauthorized course or test information;
6. Using any unauthorized resource or aid in the preparation or completion of any course work, exercise or activity;
7. Infringing on the copyright law of the United States which prohibits the making of reproductions of copyrighted material except under certain specified conditions;

NMT Department policy dictates 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.

Accommodations for Students with Disabilities

In compliance with the American Disabilities Act (ADA), Weber State University seeks to provide equal access to its programs, services, and activities for persons with disabilities. Any student requiring accommodations or services due to a disability must contact the Services for Students with Disabilities (SSD) office. SSD can also arrange to provide course materials (including the syllabus) in alternative formats if necessary. For more information about the SSD contact them at voice: (801) 626-6413, TDD (801) 626-7283, [ssd@weber.edu \(mailto:ssd@weber.edu\)](mailto:ssd@weber.edu) or <http://departments.weber.edu/ssd> (<http://departments.weber.edu/ssd>)

Syllabus Changes

This syllabus is subject to change. I will notify the class regarding all changes. In the event of any discrepancy between this syllabus and content found in Canvas, the information in **CANVAS WILL TAKE PRECEDENCE**.

Late Work

All assignments are due on the date specified on the assignment. Late assignments will be accepted with an immediate 20% late penalty. Please be mindful of this deadline, and make every effort to turn in assignments well before the deadline.

Course Fees

Course fees are designed to cover the costs of lab equipment maintenance and replacement including desktop and server computer systems and software; consumable materials and supplies; and support for lab aides, student tutors, and online instructional resources.

Participation

You are expected to attend all class sessions, arrive on time and remain until the end of class. Any exceptions should be cleared with me in advance. You are also expected to actively participate in the online discussions and in-class cases and exercises.

Class Demeanor

You are expected to conduct yourselves with a high level of professional decorum. This includes listening attentively and respectfully to the comments and contributions of others, including guest speakers and your fellow students.

Laptops and Cell Phones

You are welcome to bring your laptop computer to class in order to follow along with class postings and online resources or work on team assignments. However, laptops can become a significant distraction to learning, so please avoid doing non-class related activities during class time. Out of courtesy to other students and to avoid disruption of classroom activities, please keep electronic devices (e.g. cell phones and PDA's) silenced and put away during class. If you must take a call, please leave the room to do so.

Additional WSU Resources

- [WildCat Mail \(http://mail.weber.edu/\)](http://mail.weber.edu/)
- [WSU Library \(http://library.weber.edu/\)](http://library.weber.edu/)
- [Stewart Library EReserve \(http://ereserve.weber.edu/\)](http://ereserve.weber.edu/)
- [WSU Online Home \(http://wsuonline.weber.edu/\)](http://wsuonline.weber.edu/)

Harassment/Discrimination

Weber State University is committed to providing an environment free from harassment and other forms of discrimination based upon race, color, ethnic background, national origin, religion, creed, age, lack of American citizenship, disability, status of veteran of the Vietnam era, sexual orientation or preference or gender, including sexual/gender harassment. Such an environment is a necessary part of a healthy learning and working atmosphere because such discrimination undermines the sense of human dignity and sense of belonging of all people in the environment. Thus, students in this class should practice professional deportment, and avoid treating others in a manner that is demeaning or derisive in any respect. While diverse viewpoints and opinions are welcome in this class, in expressing them, we will practice the mutual deference so important in the world of work. Thus, while I encourage you to share your opinions, when appropriate, you will be expected to do so in a manner that is respectful towards others, even when you disagree with them. If you have questions regarding the university's policy against discrimination and harassment you may contact the university's AA/EO office (626-6239) or visit its website: <http://www.weber.edu/aaeo> (<http://www.weber.edu/aaeo>)

Threat to Self or Others












Any disclosure by a student, orally or in writing, whether related to class assignments or not, that communicates the possibility of imminent danger to the student or others will be shared with the appropriate















authorities.





Campus Closure Policy




















Emergency closures will be announced via Code Purple. If WSU campuses are closed for the day, this class will not be held. If for any reason the university is forced to close for an extended period of time, we will conduct our class through Canvas as an online course. Look for announcements through Canvas.




Course Summary:

Date	Details	
Mon Aug 27, 2018	 Intro; Managing IT in a Digital World (https://weber.instructure.com/calendar?event_id=909843&include_contexts=course_467199)	12am
Sun Sep 2, 2018	 CASE STUDY: Midsouth Chamber of Commerce A (https://weber.instructure.com/courses/467199/assignments/3741732)	due by 11:59pm
	 Chapter 1 Assignment (https://weber.instructure.com/courses/467199/assignments/3742804)	due by 11:59pm
Mon Sep 3, 2018	 Labor Day - NO CLASS (https://weber.instructure.com/calendar?event_id=909844&include_contexts=course_467199)	12am
Sun Sep 9, 2018	 Management/Leadership Book Report (https://weber.instructure.com/courses/467199/assignments/3741720)	due by 11:59pm
Mon Sep 10, 2018	 Computer Systems (https://weber.instructure.com/calendar?event_id=909845&include_contexts=course_467199)	12am
Sun Sep 16, 2018	 CASE STUDY: HH Gregg (https://weber.instructure.com/courses/467199/assignments/3820549)	due by 11:59pm
	 Chapter 2 Assignment (https://weber.instructure.com/courses/467199/assignments/3742805)	due by 11:59pm
Mon Sep 17, 2018	 Networking (https://weber.instructure.com/calendar?event_id=909846&include_contexts=course_467199)	12am
Sun Sep 23, 2018	 CASE STUDY: Supporting Mobile Health Clinics (https://weber.instructure.com/courses/467199/assignments/3820550)	due by 11:59pm
	 Chapter 3 Assignment (https://weber.instructure.com/courses/467199/assignments/3742806)	due by 11:59pm

Date	Details	
Mon Sep 24, 2018	 The Data Resource (https://weber.instructure.com/calendar?event_id=909847&include_contexts=course_467199)	12am
Sun Sep 30, 2018	 CASE STUDY: Midsouth Chamber of Commerce B (https://weber.instructure.com/courses/467199/assignments/3820551)	due by 11:59pm
	 Chapter 4 Assignment (https://weber.instructure.com/courses/467199/assignments/3742807)	due by 11:59pm
Mon Oct 1, 2018	 Enterprise Systems (https://weber.instructure.com/calendar?event_id=909848&include_contexts=course_467199)	12am
Sun Oct 7, 2018	 Chapter 5 Assignment (https://weber.instructure.com/courses/467199/assignments/3743216)	due by 11:59pm
Mon Oct 8, 2018	 Managerial Support Systems (https://weber.instructure.com/calendar?event_id=909849&include_contexts=course_467199)	12am
Sun Oct 14, 2018	 CASE STUDY: Cliptomani Web Store (https://weber.instructure.com/courses/467199/assignments/3820568)	due by 11:59pm
	 Chapter 6 Assignment (https://weber.instructure.com/courses/467199/assignments/3743217)	due by 11:59pm
Mon Oct 15, 2018	 E-Business Systems (https://weber.instructure.com/calendar?event_id=909850&include_contexts=course_467199)	12am
Sun Oct 21, 2018	 CASE STUDY: Rock Island Chocolate Company (https://weber.instructure.com/courses/467199/assignments/3820569)	due by 11:59pm
	 Chapter 7 Assignment (https://weber.instructure.com/courses/467199/assignments/3746892)	due by 11:59pm
Mon Oct 22, 2018	 Basic Systems Concepts and Tools (https://weber.instructure.com/calendar?event_id=909851&include_contexts=course_467199)	12am
Sun Oct 28, 2018	 CASE STUDY: Systems Development (https://weber.instructure.com/courses/467199/assignments/3820612)	due by 11:59pm
	 Chapter 8 Assignment (https://weber.instructure.com/courses/467199/assignments/3746895)	due by 11:59pm

Date	Details	
Mon Oct 29, 2018	 Methodolgies for Custom Software Development (https://weber.instructure.com/calendar?event_id=909852&include_contexts=course_467199)	12am
Sun Nov 4, 2018	 Chapter 9 Assignment (https://weber.instructure.com/courses/467199/assignments/3746896)	due by 11:59pm
Mon Nov 5, 2018	 Methodolgies for Purchased Software Packages (https://weber.instructure.com/calendar?event_id=909853&include_contexts=course_467199)	12am
Sun Nov 11, 2018	 CASE STUDY: Make-or-Buy (https://weber.instructure.com/courses/467199/assignments/3820648)	due by 11:59pm
Sun Nov 11, 2018	 Chapter 10 Assignment (https://weber.instructure.com/courses/467199/assignments/3746897)	due by 11:59pm
Mon Nov 12, 2018	 IT Project Management (https://weber.instructure.com/calendar?event_id=909854&include_contexts=course_467199)	12am
Sun Nov 18, 2018	 CASE STUDY: Modern Materials (https://weber.instructure.com/courses/467199/assignments/3820649)	due by 11:59pm
Sun Nov 18, 2018	 Chapter 11 Assignment (https://weber.instructure.com/courses/467199/assignments/3746898)	due by 11:59pm
Mon Nov 19, 2018	 Planning Information System Resources (https://weber.instructure.com/calendar?event_id=909855&include_contexts=course_467199)	12am
Sun Nov 25, 2018	 Chapter 12 Assignment (https://weber.instructure.com/courses/467199/assignments/3748806)	due by 11:59pm
Mon Nov 26, 2018	 Leading the Information System Function (https://weber.instructure.com/calendar?event_id=909856&include_contexts=course_467199)	12am
Sun Dec 2, 2018	 Chapter 13 Assignment (https://weber.instructure.com/courses/467199/assignments/3748807)	due by 11:59pm
Mon Dec 3, 2018	 Information Security (https://weber.instructure.com/calendar?event_id=909857&include_contexts=course_467199)	12am
	 CASE STUDY: Mary Morrison's Ethical Dilemma (https://weber.instructure.com/courses/467199/assignments/3820651)	
	 CASE STUDY: Midsouth Chamber of Commerce (A) (https://weber.instructure.com/courses/467199/assignments/3743121)	

Date	Details
	 Chapter 14 Assignment (https://weber.instructure.com/courses/467199/assignments/3748808)
	 Chapter 15 Assignment (https://weber.instructure.com/courses/467199/assignments/3748809)
	 Class Introductions (https://weber.instructure.com/courses/467199/assignments/3742801)
	 Final Exam (https://weber.instructure.com/courses/467199/assignments/3820787)
	 HH Gregg Applicances (https://weber.instructure.com/courses/467199/assignments/3742802)
	 Midterm Exam (https://weber.instructure.com/courses/467199/assignments/3820788)
	 READ: Chapter 1 (https://weber.instructure.com/courses/467199/assignments/3741728)
	 READ: Chapter 10 (https://weber.instructure.com/courses/467199/assignments/3742793)
	 READ: Chapter 11 (https://weber.instructure.com/courses/467199/assignments/3742794)
	 READ: Chapter 12 (https://weber.instructure.com/courses/467199/assignments/3742795)
	 READ: Chapter 13 (https://weber.instructure.com/courses/467199/assignments/3742796)
	 READ: Chapter 14 (https://weber.instructure.com/courses/467199/assignments/3742797)
	 READ: Chapter 15 (https://weber.instructure.com/courses/467199/assignments/3742798)
	 READ: Chapter 2 (https://weber.instructure.com/courses/467199/assignments/3741729)
	 READ: Chapter 3 (https://weber.instructure.com/courses/467199/assignments/3741730)
	 READ: Chapter 4 (https://weber.instructure.com/courses/467199/assignments/3741731)
	 READ: Chapter 5 (https://weber.instructure.com/courses/467199/assignments/3741990)
	 READ: Chapter 6 (https://weber.instructure.com/courses/467199/assignments/3741991)
	 READ: Chapter 7 (https://weber.instructure.com/courses/467199/assignments/3741992)

Date	Details
	 READ: Chapter 8 (https://weber.instructure.com/courses/467199/assignments/3742791)
	 READ: Chapter 9 (https://weber.instructure.com/courses/467199/assignments/3742792)
	 Supporting Mobile Health Clinics (https://weber.instructure.com/courses/467199/assignments/3742803)

