

Course Syllabus

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NET 3550	Supervising Information Technology Spring Semester 2017
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Instructor	<p>Matt Paulson</p> <p>WSU Davis Office: D2 305D</p> <p>SLCC Office: BB 226G</p> <p>Phone: 801-395-3438</p> <p>Email: mattpaulson@weber.edu (mailto:mattpaulson@weber.edu)</p> <p>WSU Davis Office Hours: TR 10:00 - 11:15 AM</p> <p>SLCC Office Hours: MW 4:00 – 5:15 PM</p> <p>Other hours by appointment</p>
Classroom	SLCC BB 320
Days	MW
Time	5:30 - 6:45 PM
Texts	<p>Management/Leadership book approved by instructor</p> <p>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.</p>
Description	Analyzing Information Technology (IT) systems and procedures including planning and implementation, departmental structure and operations, and the responsibilities and productivity of IT

















	personnel.
Objectives	<p>Upon completion of this course, the student will be able to:</p> <ol style="list-style-type: none"> 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.
Class	<p>Class will consist of lectures, discussions, assignments, quizzes and exams. Questions and comments are encouraged. It is expected that students will read the material related to each week's coursework. Attendance and participation will account for 10% of your grade and will be based upon the completion of in-class activities.</p>
Late Policy	<p>Late work will be accepted with a 20% penalty per day for up to three days to provide for unforeseen circumstances.</p>
Accommodations for Disabilities	<p>Any student requiring accommodations or services due to a disability must contact Services for Students with Disabilities (SSD) in room 221 of the Student Services Center at the Davis Campus. SSD can also arrange to provide course materials (including this syllabus) in alternative formats if necessary. You can also call 801-395-3524 or visit http://www.weber.edu/ssd for more details.</p>
















Grading	<p>Assignments 20%</p> <p>Case Studies 30%</p> <p>Feasibility Studies 25%</p> <p>Exams 25%</p> <p>The final grade will be given based on points accumulated through quizzes, assignments and exams. Standard grading will apply:</p> <table border="0" data-bbox="646 632 1365 995"> <tr> <td>94 – 100</td> <td>A</td> <td>74 – 76</td> <td>C</td> </tr> <tr> <td>90 – 93</td> <td>A-</td> <td>70 – 73</td> <td>C-</td> </tr> <tr> <td>87 – 89</td> <td>B+</td> <td>67 – 69</td> <td>D+</td> </tr> <tr> <td>84 – 87</td> <td>B</td> <td>64 – 67</td> <td>D</td> </tr> <tr> <td>80 – 83</td> <td>B-</td> <td>60 – 63</td> <td>D-</td> </tr> <tr> <td>77 – 79</td> <td>C+</td> <td>00 – 59</td> <td>E</td> </tr> </table>	94 – 100	A	74 – 76	C	90 – 93	A-	70 – 73	C-	87 – 89	B+	67 – 69	D+	84 – 87	B	64 – 67	D	80 – 83	B-	60 – 63	D-	77 – 79	C+	00 – 59	E
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84 – 87	B	64 – 67	D																						
80 – 83	B-	60 – 63	D-																						
77 – 79	C+	00 – 59	E																						
Allocated Time	<p>You should anticipate spending two to three hours of study per week for each credit hour of a university course. Computer and programming classes typically require time in the upper range.</p>																								
Canvas	<p>This course will have a strong online component via the Canvas course management system. To log on to the course, go to http://canvas.weber.edu, and follow the login instructions. You will need your WSU wildcat name and password to log in. You should have already received this information from the admissions department. If you still have problems getting into the course, please email me and I will see if I can resolve the issue.</p> <p>If you are unfamiliar with Canvas, go to https://learn-wsu.uen.org/courses/8878 for a student orientation. Click on the links on the left side of the page. PDF help documents are available at http://departments.weber.edu/ce/distancelearning</p>																								




	/CanvasFAQ.aspx
Policies	Exams can only be taken on the days given unless arrangements are made to take them ahead of time.
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.
Academic Honesty	<p>Students are expected to maintain academic ethics and integrity in regards to performing their own work. The WSU Student Code states clarifies cheating.</p> <ol style="list-style-type: none"> 1. Cheating, which includes but is not limited to: <ol style="list-style-type: none"> 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;

	<p>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;</p> <p>5. Giving, selling or receiving unauthorized course or test information;</p> <p>6. Using any unauthorized resource or aid in the preparation or completion of any course work, exercise or activity;</p> <p>7. Infringing on the copyright law of the United States which prohibits the making of reproductions of copyrighted material except under certain specified conditions;</p> <p>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.</p>
Emergency Closure Policy	<p>Emergency closures will be announced via Code Purple. If WSU campuses are closed for the day, this class will not be held.</p> <p>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 Announcements and Canvas Conversations.</p>
Contacting Matt	<p>Your best bet to contact me will be through the Canvas portal or email directly. I will do my best to return your message within 1 business day. I consider my office hours to be "drop-in" hours; feel free to stop by at your convenience, or contact me to set an appointment.</p>
Tentative Schedule	<p>The below schedule is TENTATIVE, and is subject to change at any time.</p>

Course Summary:

Date	Details	due by 11:59pm
Thu Jan 18, 2018	 Bank Location Case Discussion (https://weber.instructure.com/courses/457653/assignments/3625291)	due by 11:59pm
	 Management/Leadership Book Report (https://weber.instructure.com/courses/457653/assignments/3625316)	due by 11:59pm
	 MS Project Graduation Assgn (https://weber.instructure.com/courses/457653/assignments/3625319)	due by 11:59pm
	 Read Project Management Slides & Listen to Tutorial Videos (https://weber.instructure.com/courses/457653/assignments/3625323)	due by 11:59pm
Sat Jan 20, 2018	 Case Study DRW Technologies (https://weber.instructure.com/courses/457653/assignments/3625298)	due by 11:59pm
Thu Jan 25, 2018	 Case Study Can a Strong Culture Be Too Strong (https://weber.instructure.com/courses/457653/assignments/3625296)	due by 11:59pm
Thu Feb 1, 2018	 Feasibility Study Instructions (https://weber.instructure.com/courses/457653/assignments/3625304)	due by 11:59pm
Sat Feb 3, 2018	 Case Study Online Marketing at Big Skinny (https://weber.instructure.com/courses/457653/assignments/3625300)	due by 11:59pm
Thu Feb 8, 2018	 Budget January (https://weber.instructure.com/courses/457653/assignments/3625295)	due by 11:59pm
	 Feasibility Study Proposal (https://weber.instructure.com/courses/457653/assignments/3625305)	due by 11:59pm
Sat Feb 10, 2018	 Exam 1 (https://weber.instructure.com/courses/457653/assignments/3625302)	due by 11:59pm
Thu Feb 15, 2018	 FS Project Management Gantt Chart (https://weber.instructure.com/courses/457653/assignments/3625310)	due by 11:59pm
	 FS Questionnaire Rough Draft (https://weber.instructure.com/courses/457653/assignments/3625312)	due by 11:59pm
Thu Feb 22, 2018	 FS Questionnaire Final (https://weber.instructure.com/courses/457653/assignments/3625311)	due by 11:59pm
Thu Mar 1, 2018	 FS Gather Data (https://weber.instructure.com/courses/457653/assignments/3625307)	due by 11:59pm
	 FS Progress Report (https://weber.instructure.com/courses/457653/assignments/3625309)	due by 11:59pm

Date	Details	
Sat Mar 3, 2018	 Case Study Denial Of Service Attack (https://weber.instructure.com/courses/457653/assignments/3625297)	due by 11:59pm
Mon Mar 5, 2018	 Spring Break - No Class (https://weber.instructure.com/calendar?event_id=878648&include_contexts=course_457653)	12am
Wed Mar 7, 2018	 Spring Break - No Class (https://weber.instructure.com/calendar?event_id=878649&include_contexts=course_457653)	12am
Thu Mar 15, 2018	 Budget February (https://weber.instructure.com/courses/457653/assignments/3625293)	due by 11:59pm
	 Mission Statement Lectures Slides (https://weber.instructure.com/courses/457653/assignments/3625318)	due by 11:59pm
	 Personal Mission Statement (https://weber.instructure.com/courses/457653/assignments/3625322)	due by 11:59pm
Sat Mar 17, 2018	 Exam 2 (https://weber.instructure.com/courses/457653/assignments/3625303)	due by 11:59pm
Thu Mar 22, 2018	 Case Study TBA (https://weber.instructure.com/courses/457653/assignments/3625301)	due by 11:59pm
Thu Mar 29, 2018	 FS Slide Oral Presentation Teams 1-6 (https://weber.instructure.com/courses/457653/assignments/3625313)	due by 11:59pm
	 FS Slide Report (https://weber.instructure.com/courses/457653/assignments/3625314)	due by 11:59pm
	 Personal Budget Excel Files That May be Used (https://weber.instructure.com/courses/457653/assignments/3625321)	due by 11:59pm
	 Submitted Course Evaluation (https://weber.instructure.com/courses/457653/assignments/3625324)	due by 11:59pm
Thu Apr 5, 2018	 Final Exam (https://weber.instructure.com/calendar?event_id=872881&include_contexts=course_457653)	12am
	 Final Exam (https://weber.instructure.com/courses/457653/assignments/3625306)	due by 11:30pm
	 Budget March (https://weber.instructure.com/courses/457653/assignments/3625292)	due by 11:59pm
	 Budget Reflection Paper (https://weber.instructure.com/courses/457653/assignments/3625294)	due by 11:59pm

Date	Details
Sat Apr 7, 2018	 FS Oral Evaluation (https://weber.instructure.com/courses/457653/assignments/3625308) due by 11:59pm
	 FS Team Participation Eval (https://weber.instructure.com/courses/457653/assignments/3625315) due by 11:59pm
	 Oral Report for Management/Leadership Book (https://weber.instructure.com/courses/457653/assignments/3625320)

