**NET 3550 – Supervising Information Technology**

**Weber State University - Network Management Technology**

**Fall 2017**

Instructor: AJ Hepler

Classroom: Elizabeth Hall 318 – MWF 10:30am - 11:20am

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Office Hours: Tuesday, Thursday 12:00pm – 2:30pm, Room EH 375

**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.

**Required Text:**

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.

**Learning Outcomes:**

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

**Grade Scale:**

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| 95-100 = A | 90-94 = A- |  |
| 87-89 = B+ | 83-86 = B | 80-82 = B-  |
| 77-79 = C+ | 73-76 = C | 70-72 = C- |
| 67-69 = D+ | 63-66 = D | 60-62 = D- |

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| --- | --- |
| Assignments  | 20% |
| Case Studies | 30% |
| Exams | 25% |
| 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 Student Services Center. SSD can also arrange to provide course materials (including the syllabus) in alternative formats if necessary. You can also call 801-395-3524 or visit <http://www.weber.edu/ssd> for more details.

**Late Work:**

Late assignments will receive a 10% deduction for each day late up to a week.  Beyond one week after the assignment deadline, 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 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
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>

**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.

**Campus Closure:**

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