



WAYLAND BAPTIST UNIVERSITY
VIRTUAL CAMPUS
SCHOOL OF BUSINESS

SYLLABUS

1. Mission Statement: Wayland Baptist University exists to educate students in an academically challenging, learning-focused and distinctively Christian environment for professional success and service to God and humankind.
2. Course: **MISM 3304 – VC01**, Information Technology Operating Systems
3. Term: Fall 2017
4. Instructor: John Jemison
5. Office Phone Number and WBU Email Address: 214-810-4744/john.jemison@wayland.wbu.edu
6. Office Hours, Building, and Location: 7pm -10pm M-F online/telephone
7. Class Meeting Time and Location: Online in Blackboard
8. Catalog Description: Installation and maintaining a client operating system installed on a personal computer. Operating systems include Windows Operating Systems and Linux.
9. Prerequisites: COSC 2311
10. Required Textbook and Resources:

BOOK	AUTHOR	ED	YEAR	PUBLISHER	ISBN#	REVIEW
PC Pro Lab Sim 5.0	Test-Out		2016	Test-Out	9781935080428	11/25/17

11. Optional Materials: None
12. Course Outcome Competencies:
 - Describe the key competencies necessary for managerial effectiveness;
 - Demonstrate knowledge of the function and design of desktop operating systems
 - Demonstrate competence in installing and optimizing Windows desktop operating system and an understanding of Linux desktop operating system
 - Demonstrate competence in troubleshooting problems in desktop operating systems
 - Demonstrate knowledge of how networking works with operating systems in wired and wireless networks
 - Demonstrate knowledge of how to secure desktop operating systems
13. Attendance Requirements:

This is an on-line course. Attendance is accounted for through required participation in weekly threaded discussions and assignments and exams being completed on or before the due date. Not turning in work for a given week constitutes an

absence for that week unless the instructor grants an excuse. Late work will suffer late penalties. No early submissions without prior approval from instructor.

14. Disability Statement:

“In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning accommodation requests at (806) 291- 3765. Documentation of a disability must accompany any request for accommodations.”

15. Course Requirements and Grading Criteria:

A. Weekly Threaded Discussions:

Each week there will be one or more threaded discussions addressing issues of the course content. You must:

- Post your initial response to each question by Wednesday, midnight (CT).
- Respond with two additional posts to others by Sunday, midnight (CT).

B. Communication:

We will be using the Blackboard "Messages" function that is on the Blue Menu in Tools-Communication for all instructor communication. This is a **REQUIRED** process. You can access this from any computer and it makes it easier for us to track what has been exchanged between us. Please call or text the Instructor if urgent.

C. Signing Into Course:

All students are required to email the Instructor in Week 1 with the following information using the Messages instructions above:

1. Your full name, telephone number and an alternate e-mail address.
2. A statement acknowledging that you have read and understand this syllabus.
3. A brief statement on why you are taking this course and what you expect to get from the course. Include how this course may relate to your current employment.

Remember! All online course students are required to have access to the Internet. Technical issues may not be accepted as reason for late submissions. All information exchanges between instructor and student and assignments will be through Class Messages.

D. Assessments:

1. There will be weekly quizzes and 2 exams in TestOut. All quizzes/exams will be open book. The quizzes/exams will cover the sections as shown in the tentative schedule below. All quizzes/exams will be administered on the TestOut course website. They will consist of True/False, Multiple Choice questions and lab simulations. No proctored exams.
2. A research paper on a topic chosen by the instructor found in the research paper instructions is required. See Research Paper Instructions in the course on Blackboard.

16. Important Grade Information:

Weekly Assignments - TestOut quizzes/exams (Average of all TestOut assessments) 80%
- Discussion Thread (Lesson Learned + 2 Replies to others) 10%
Research Paper - 10%
-- References - 10pts

-- Final Paper = 90 points (see Blackboard for details)

The percentages of the two assessment totals will be added for the grade percentage for the course. Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Executive Vice President/Provost to the Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.

17. Tentative Schedule:

WEEK 1 – TestOut 1.1 – 1.3	
WEEK 2 – TestOut 1.4 – 1.6	Research Topic Due
WEEK 3 – TestOut 9.1 – 9.4	
WEEK 4 – TestOut 9.5 – 9.8	
WEEK 5 – TestOut 9.9 – 9.11	Res Paper References Due
WEEK 6 – TestOut 9.12 – 9.15	
WEEK 7 – TestOut 10.1 – 10.3	
WEEK 8 – TestOut 10.4 – 10.7	
WEEK 9 – TestOut 11.1 – 11.3	
WEEK 10 – TestOut 11.4 -11.5	FINAL Research Paper
WEEK 11 - Final Exam consists of the following in TestOut:	

Exam A.10 PC Pro Domain 9: System Management

Exam C.2 Domain 1: Windows Operating Systems, All Questions

Exam C.3 Domain 2: Other Operating Systems and Technologies, All Questions

Exam C.5 Domain 4: Software Troubleshooting, All Questions

Exam C.6 Domain 5: Operational Procedures, All Questions

18. Additional information as desired by the faculty member.

Letter Grade Criteria Defined:

A - At this grade level, the adult learner demonstrates insightful mastery of the course subject material and has achieved exceptional quality in precise understanding, and use of interdisciplinary courses and course key terms and theories in both written and oral communications format.

B - At this grade level, the adult learner exhibits professional competency and proper use of interdisciplinary courses and course subject material and demonstrates the skills to effectively use the key terms and theories of the course in both written and oral communications format.

C - At this grade level, the adult learner achieves a general understanding of the course subject material and demonstrates an adequate competency in the correct use of key terms and theories in both written and oral communications format.

D - At this grade level, the adult learner achieves a vague and minimally adequate understanding of the course subject material and demonstrates a marginal competency in the correct use of key terms and theories in both written and oral communications format.

F - At this grade level, the adult learner is unable to present a general understanding of the course subject material and demonstrates an inadequate competency in the correct use of key terms and theories in both written and oral communications format.

I - An incomplete may be given to students who are passing, but have not completed some of the course requirements for reasons beyond the control of the student.