**Wayland 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.

**Contact Information**

**Course**

: MISM 3304 VC01 – Information Technology Operating Systems

**Campus**

: WBUonline

**Term/Session**

**:** Fall 1 2025

**Instructor**

**:** Jimmy Fikes

**Office Phone Number/Cell #**

**:** 806-831-3918

**WBU Email Address**

**:** Jimmy.Fikes@wayland.wbu.edu

**Office Hours, Building, and Location**

**:** Students may request online conferences at any time.

**Class Meeting Time and Location**

**:** The work in this class will be conducted entirely on TestOut

**Catalog Description**

**:**

Installation and maintaining a client operating system installed on a personal computer. Operating systems include Windows Operating Systems and Linux. Students have the opportunity at no extra cost to take the TestOut Certification Exam [TestOut PC Pro] at the completion of the course. Note: The completion of both [MISM 3301](http://catalog.wbu.edu/content.php?filter%5B27%5D=-1&filter%5B29%5D=&filter%5Bcourse_type%5D=-1&filter%5Bkeyword%5D=MISM&filter%5B32%5D=1&filter%5Bcpage%5D=1&cur_cat_oid=9&expand=&navoid=812&search_database=Filter#tt259) and MISM 3304 are required to sit for this certification exam.

**Prerequisite:**

None

**Textbook Information**

**Required Textbook(s) and/or Required Materials**

**:**

| **BOOK** | **AUTHOR** | **VER** | **YEAR** | **PUBLISHER** | **ISBN#** |
| --- | --- | --- | --- | --- | --- |
| PC Pro  | CompTIA | 8 | 2024 | CompTIA | 9781-93508-0428 |

 **For this course, Sections 9 - 15 will be covered**

 **(Sections 1 - 8 are covered in MISM3301)**

*This course is part of the* ***Pioneer Academic Access Program****. You will have access to an eBook, access code, and interactive learning material on the first day of class through your Blackboard course site. You will be notified via email with access instructions and additional information. If the course requires a physical book you can order at bookstore.wbu.edu. You can choose to opt-out, however if you do you will lose access to* ***EVERY******class/material*** *and have to source through third party vendors.*

**Optional Materials**

**:** None

**Course Outcome Competencies**

**:**

* Demonstrate knowledge of the function and design of desktop operating systems
* Demonstrate competence in installing and optimizing Windows, Mac, and Linux desktop operating systems
* Demonstrate competence in troubleshooting problems in desktop operating systems
* Demonstrate knowledge of how to secure desktop operating systems

**Attendance Requirements**

WBUonline

Students are expected to participate in all required instructional activities in their courses. Online courses are no different in this regard; however, participation must be defined in a different manner. Student “attendance” in an online course is defined as active participation in the course as described in the course syllabus. Instructors in online courses are responsible for providing students with clear instructions for how they are required to participate in the course. Additionally, instructors are responsible for incorporating specific instructional activities within their course and will, at a minimum, have weekly mechanisms for documenting student participation. These mechanisms may include, but are not limited to, participating in a weekly discussion board, submitting/completing assignments in Blackboard, or communicating with the instructor. Students aware of necessary absences must inform the professor with as much advance notice as possible in order to make appropriate arrangements. Any student absent 25 percent or more of the online course, i.e., non-participatory during 2 or more weeks of an 8-week session, may receive an F for that course. Instructors may also file a Report of Unsatisfactory Progress for students with excessive non-participation. Any student who has not actively participated in an online class prior to the census date for any given session is considered a “no-show” and will be administratively withdrawn from the class without record. To be counted as actively participating, it is not sufficient to log in and view the course. The student must be submitting work as described in the course syllabus. Additional attendance and participation policies for each course, as defined by the instructor in the course syllabus, are considered a part of the university’s attendance policy.

**University Policies**

**Academic Integrity**

**:**

[Link to Statement on Academic Integrity](https://www.wbu.edu/academics/writing-center/Academic%20Integrity%20Statement%20Pol%208.4.1%20Attch%20Oct%2020222.pdf)

**Artificial Intelligence:**

1. **Generative AI tools usage encouraged and may be actively assigned in coursework.**
	1. Use of generative AI tools is actively encouraged and incorporated in to specific assignments for this course.
	2. Use of generative AI tools for assignments in brainstorming, content understanding, or revision to work is perfectly acceptable if cited and referenced properly in any submitted work for the course.
	3. Use of generative AI is encouraged as long as students understand the use of generative AI in the course is to be an assistance tool and not the generator of assignments and submitted work. Ultimately, all submitted work must still reflect student’s own work, understanding, and analysis.
	4. Specific parameters for generative AI usage provided by the instructor.
	5. Any use of generative AI tools outside of the approved instructor parameters will be considered a form of plagiarism and academic dishonesty.

**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 Disability Services Coordinator and Academic Coach serves as the coordinator of students with disabilities and must be contacted concerning accommodation requests. Office: (806) 291-1057. Documentation of a disability must accompany any request for accommodations.

**Course Requirements and Grading Criteria**

TestOut Assignments

* Students will complete all assignments in TestOut through section 14.11 (as shown in the Tentative Schedule below)
* Each assignment shown in the Tentative Schedule is made up of a variety of instructional materials such as video lessons, fact sheets, lab sims and a section quiz. Students are expected to complete all instructional materials for each lesson.
* All instructional materials that have not been completed by the last day of term will be assigned a grade of zero and these zeros will be averaged in with all work that has been completed during the term.
* Students may take the TestOut PC Pro Certification test. Passing the certification test is not required to pass the class.
* TestOut provides a practice test and other materials to help students prepare to take the certification test. These additional preparation materials are not required, and grades earned in these materials are not included in the final term grade.
* Calcuation of the final term grade:
	+ All grades for TestOut instructional materials up through section 13.2 will be averaged and will make up 89.999% of the total term grade.
	+ Up to 10% of the term grade is reserved for students who take the TestOut PC Pro Certification test. Students who pass the certification test will receive the full 10%. Students who attempt the test, but do not pass it, will receive a portion of the 10% equal to the score they earn on the test.

**Student Grade Appeals**

**:** 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 Vice President of Academic Affairs 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.

**Tentative Schedule**

|  |  |  |
| --- | --- | --- |
| **Content Covered** | **Descriptions** | **Time Required** |
| 1st Week | 01.01: Course Introduction | 1.73 |
| 1st Week | 09.01: Manage Files on Windows | 1.28 |
| **1st Week Total** |  | 3.02 |
| 2nd Week | 09.02: NTFS and Share Permissions | 1.28 |
| 2nd Week | 09.03: File Encryption | 1.00 |
| 2nd Week | 09.04: Linux File Management | 1.70 |
| 2nd Week | 10.01: Peripheral Devices | 0.32 |
| **2nd Week Total** |  | 4.30 |
| 3rd Week | 10.02: Display Devices | 0.80 |
| 3rd Week | 10.03: Display, Video, and Projector Troubleshooting | 0.55 |
| 3rd Week | 10.04: Device Driver Management | 0.95 |
| 3rd Week | 10.05: Device Driver Troubleshooting | 0.85 |
| 3rd Week | 11.01: Networking Overview | 0.52 |
| 3rd Week | 11.02: Networking Ports and Protocols | 0.57 |
| **3rd Week Total** |  | 4.23 |
| 4th Week | 11.03: Client-Side Network Configuration | 1.25 |
| 4th Week | 11.04: Services Provided by Network Devices | 1.83 |
| **4th Week Total** |  | 3.08 |
| 5th Week | 11.05: Wireless Networking | 2.05 |
| 5th Week | 11.06: SOHO Configuration | 1.00 |
| 5th Week | 11.07: Networking Hardware | 1.45 |
| **5th Week Total** |  | 4.50 |
| 6th Week | 11.08: Command Line Network Utilities | 1.70 |
| 6th Week | 11.09: Network Troubleshooting | 0.92 |
| 6th Week | 12.01: Laptops | 0.97 |
| 6th Week | 12.02: Mobile Device Displays and Components | 0.48 |
| **6th Week Total** |  | 4.07 |
| 7th Week | 12.03: Laptop Power Management | 0.95 |
| 7th Week | 12.04: Mobile Devices | 0.75 |
| 7th Week | 12.05: Mobile Device Network Connectivity | 1.25 |
| 7th Week | 12.06: Mobile Device Security | 0.67 |
| **7th Week Total** |  | 3.62 |
| 8th Week | 12.07: Laptop and Mobile Device Troubleshooting | 0.93 |
| 8th Week | 13.01: Printer Overview | 1.35 |
| 8th Week | 13.02: Print Connectivity | 0.92 |
| 8th Week | 13.03: Printer Types and Components | 1.17 |
| 8th Week | 13.04: Printer Troubleshooting | 0.48 |
| **8th Week Total** |  | 4.85 |
| **Average Hours Per Week** | 3.96 |
| **Total Hours Required for All Weeks** | 31.67 |

**Additional Information**

None