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**WBU Online**

**School of Business**

**2. UNIVERSITY 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.

**3. COURSE NUMBER & NAME:**

MISM 3301-VC01, Information Technology Hardware

**4. TERM:**

Fall 2, 2021

 **5. INSTRUCTOR:**

Mr. John Jemison

**6. CONTACT INFORMATION:**

Office phone: 214-810-4744 (text or voice mail accepted)

WBU Email: john.jemison@wayland.wbu.edu

Cell phone: 214-810-4744

**7. OFFICE HOURS, BUILDING & LOCATION:**

Mon-Sat 7pm-10pm Online/Tel

**8. COURSE MEETING TIME & LOCATION:**

Meeting day & time: Online Only - 24/7

**9. CATALOG DESCRIPTION:**

Skills and knowledge used to maintain and repair personal computers. Students have the opportunity at no extra cost to take the TestOut Certification Exam [TestOut PC Pro] at the completion of the [MISM 3304](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#tt1023) course. Prerequisite(s): [COSC 2311](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#tt8673)

 **10. PREREQUISITE:**

COSC 2311

**11. REQUIRED TEXTBOOK AND RESOURCE MATERIAL:**

| **BOOK** | **AUTHOR** | **VER** | **YEAR** | **PUBLISHER** | **ISBN#** | **UPDATED** |
| --- | --- | --- | --- | --- | --- | --- |
| TestOut PC Pro | TestOut | X | 2019 | TestOut | 9781-93508-0428 | 1/28/20 |

***-*For this course, Testout Sections 1 – 8 ONLY will be covered**

**- (Sections 1, 9 – 13 are covered in MISM3304)**

**12. OPTIONAL MATERIALS**

**13. COURSE OUTCOMES AND COMPETENCIES:**

* Describe the function of hardware components.
* Demonstrate the ability to install hardware components.
* Demonstrate applicable safety precautions when working inside the computer case.
* Demonstrate an understanding of network components and topologies.
* Discuss the different types of storage media and strategies for protecting data on each.

**14. ATTENDANCE REQUIREMENTS:**

As stated in the Wayland Catalog, students enrolled at one of the University’s external campuses should make every effort to attend all class meetings. All absences must be explained to the instructor, who will then determine whether the omitted work may be made up. When a student reaches that number of absences considered by the instructor to be excessive, the instructor will so advise the student and file an unsatisfactory progress report with the campus executive director. Any student who misses 25 percent or more of the regularly scheduled class meetings may receive a grade of F in the course. Additional attendance policies for each course, as defined by the instructor in the course syllabus, are considered a part of the University’s attendance policy.

 **15. STATEMENT ON PLAGIARISM & ACADEMIC DISHONESTY:**

Wayland Baptist University observes a zero-tolerance policy regarding academic dishonesty. Per university policy as described in the academic catalog, all cases of academic dishonesty will be reported, and second offenses will result in suspension from the university.

 **16. 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.

 **17. COURSE REQUIREMENTS and GRADING CRITERIA:**

 *Sunday is the instructor’s day off and is not available for assistance on that day.* Get your inquiries in before Sunday.

 **Signing into Course**:

A new census/participation requirement is in effect. You must post in the Introductions Discussion by Wednesday midnight of Week 1. This will enable us to fulfill census requirements for all parties concerned about your status with the course. Do this now, please.

All students are required to submit an email with the Subject “***YourLastname***” **Week 1 Sign-In** to the instructor by ***Sunday*** of the first week of class with the following information using your WBU Email account:

1. Your full name, telephone number, and an alternate e-mail address.
2. A statement acknowledging that you have read and understood this syllabus.

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

 **Assignments**:  A schedule of reading assignments, assignment due dates, and exam dates, is listed on Blackboard. Assigned chapters are to be read and assignments completed by midnight, Central Standard Time, on Saturday night ending the week. The course is designed to run from Sunday morning to midnight the following Saturday.

**Lab Sims:** Your lab grades will be posted on the Blackboard Web Site automatically and all other assessments by the end of the week following the scheduled due date. The required reading is essential to this course! It has good and important information and will prepare you for the assignments. See para 18. Tentative Schedule. More information will be provided in Blackboard. All work submitted must be your own.

**Discussions**: Discussions are critical in an online course for student-student and student-instructor interaction for active learning.  Discussions provide an active learning environment for you and your peers to master the content in this course.

* Each week there maybe 1 or 2 discussion questions for you to answer. Your initial response to the discussion question is due by Thursday and is worth 20 points. Your minimum 1 reply in the discussion thread should occur after your initial post and on separate days and are worth 5 points each up to 30pts total for the discussion. An example of good participation is to post your initial response to the discussion by Thursday. Then post at least 1 reply to someone else on 2 separate days between Friday and Sunday. This is the minimum required. Each weekly discussion is worth 30 pts in total. Please note that unless you respond, you may not be able to see other responses from your peers to respond to.
* The minimum requirement for participation is 2 days out of each 7-day online academic week (See the previous paragraph). It means to actively engage by substantively contributing or responding to your peers’ discussion posts in all weekly discussion threads. “Substantive” means comments that demonstrate comprehension and involve dialogue which extends the depth and/or breadth of discussions. ‘I agree’ or ‘disagree’ alone or similar statements will not be considered as a substantive response.
* See the Discussion Rubric on Blackboard.

Minimum requirements are:

* Compose a 150-250-word (no max) response to the discussion topic/questions.
* ***VIP*** - Cite the sources used to compose your initial response.
* Post your initial response to each question by Thursday, midnight (CT).
* Respond with one additional post (100-200 words) to others by Sunday, midnight (CT).

 **Full credit requires** more than 1 initial post and 1 reply to others. This means 3 or more posts (1 initial post and 2 or more replies) to others qualifies for 30 pts maximum credit.

 **Examinations**:

There will be a Final exam. The exam will be open book. The exam will cover Chapters 1 through 8. The exam will be administered on the TestOut course website.  No proctored exams.

 **Important Grade Information:**

|  |  |
| --- | --- |
| **Weekly Labs/Exams** | 40% |
| **Discussions** | 40% |
| **Final Exam** | 20% |
| **Total** | **100%** |

**Grade Conversion**

|  |
| --- |
| **Grading Scale** |
| **Total Points** | **Letter Grade** | **Percentage** | **Grade Point** |
| 900-1000 | A | 90-100% | 4.0 |
| 800-899 | B | 80-89% | 3.0 |
| 700-799 | C | 70-79% | 2.0 |
| 600-699 | D | 60-69% | 1.0 |
| 000-599 | F | 0-59% | 0.0 |

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*.

 **17.1 Grade Appeal Statement:** “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/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.”

**18. TENTATIVE SCHEDULE**

WEEK 1 – TestOut *Computing Overview* 1.1-1.5
WEEK 2 – TestOut *PC Technician Responsibilities* 2.1-2.6
WEEK 3 – TestOut *System Components* 3.1-3.14
WEEK 4 – TestOut *Peripheral Devices* 4.1-4.6 and
                  TestOut *Storage* 5.1-5.10
WEEK 5 – TestOut *Networking* 6.1-6.10
WEEK 6 – TestOut *Wireless Networking*7.1-7.5
WEEK 7 – TestOut *Printing* 8.1-8.6
WEEK 8 – Final Exam – TestOut Chapters 1-8
*Recommended student complete*B.3 A+ 220-1001 Core 1 Domain Practice (All Questions) *prior to attempting the final exam (Optional but highly recommended).*

**19. ADDITIONAL INFORMATION**

**Contacting the Instructor**

We will be using the WBU Email function for all communication in the course. This is a REQUIRED item. You should check your WBU email account often (5x per week minimum). Call or text me if urgent, please.

When attempting to phone, email, or text the instructor, please give your first and last names and the course number you are referencing. This will prioritize your request high and enable the instructor to respond more readily.

**Late Policy**

Late written/lab assignments are accepted; however, there is a 10% penalty per day in addition to point deductions for other errors. No written assignments will be accepted more than five days after the due date. For Example: if an assignment is due January 25, 2020, it will not be accepted after January 30, 2020. This is non-negotiable.

Late initial discussion postings (due on Day 4 except Week 8) in response to the discussion question are acceptable; however, there is a 10% penalty per day in addition to point deductions for other errors. All discussion postings must be posted by Sunday of the week. Once the discussion closes on Sunday, students are not allowed to post late.

 **Final Grade Requirements**

The following assignment requirements must be met in order to receive a final passing grade:

* Research Final Paper must be submitted.
* A supermajority (=>66%) of Weekly Discussions must be accomplished
* A supermajority (=>66%) of TestOut Labs must be accomplished
* The final exam must be completed.