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 – Information Technology Operating Systems

Campus: WBUonline

Term/Session: Spring 1

Instructor: Mrs. Brandy McCrory, Instructor of Management Information Systems

Office Phone Number/Cell #: Office**:** (806) 291-1020 ext. 1024 or Cell: (325) 261-1476

WBU Email Address: brandy.mccrory@wayland.wbu.edu

Office Hours, Building, and Location: Office hours are 8:30am - 5pm, Monday-Friday; or by email for online students.

Class Meeting Time and Location Online

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 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#
<u>CertMaster Learn A+ Core 2</u>	CompTIA	15	2025	CompTIA	9781-64274-6082

**For this course, Sections 11 – 22, Core 2, will be covered
(Sections 1 - 10 are covered in MISM 3301)**

*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: <<List optional materials recommended to enhance student learning>>

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](#)

Artificial Intelligence: reference <u>one</u> of the following in regard to how generative artificial intelligence (GAI) such as ChatGPT may or may not be used in this course: Choose A, B or C and delete the others.

A. **No use of any generative AI tools permitted.**
   i. Students are required to create and produce all work themselves or with assigned group members. Any work submitted that has used an AI generative tool like ChatGPT will be in immediate violation of the academic integrity policies for the course and WBU.
   ii. All assignments must be fully created, designed, and prepared by the student(s).
   iii. Any work that uses generative AI will be treated as plagiarism.

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

Faith Integration Assignment (Integration of Faith): The students will be required to complete a faith integration assignment. All instructions, a template, and a rubric will be included in the course to guide the student.

- Modules: Facts Sheets, Lecture Videos, Skills, Labs, and Quizzes: You will be assigned program exercises periodically throughout the semester. These will allow you to take your videos and factsheets and incorporate your understanding of the material with the completion of labs. All TestOut Labs are due NO later than Sunday at 11:59 PM CST of the assigned week. **All submissions must be through Blackboard; NO work will be accepted by email.**
- Practice Exams: There will be Multiple Practice exams, ALL PRACTICE EXAMS COUNT TOWARD FINAL GRADE. Each exam will be covering the material from the labs you complete during the semester.
- Certification Exam: The certification exam will cover ALL of the material learned during MISM3301 and MISM3304. The certification is not required or part of grade. Practice Exams ARE required.

Requirement	Percent of Grade
Homework	20%
Faith Integration Assignment	10%
Quizzes	25%
Practice Exams	45%
Certification Exam	0%

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 <u>final</u> 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

Spring 1	Schedule	Due Dates
Week 1	Unit Modules 11	01/18/2026
Week 2	Unit Modules 12 & 13	01/25/2026
Week 3	Unit Modules 14 & 15	02/01/2026
Week 4	Unit 16 Modules & IoF Paper	02/08/2026
Week 5	Unit Modules 17 & 18	02/15/2026
Week 6	Unit Modules 19 & 20	02/22/2026

Spring 1	Schedule	Due Dates
Week 7	Unit Modules 21 & 22 Practice Exams (Due 03/08/2026)	03/01/2026
Week 8	Final Exam (Certification)	03/08/2026

Additional Information