# "WBUlogo"

Campus Name

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, lifelong learning, and service to God and humankind.

# 3. COURSE NUMBER & NAME:

MISM 3304-VC01, Information Technology Operating Systems

# **4. TERM**:

Spring 2019

# **5. INSTRUCTOR**:

Mr. John Jemison

# **6. CONTACT INFORMATION**:

Office/Cell phone: 7pm -10pm M-F online/telephone

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

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

Mon-Sat 7pm-10pm Online/Tel anytime

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

Meeting day & time: Online Only - 24/7

# **9. CATALOG DESCRIPTION**:

Installation and maintaining a client operating system installed on a personal computer. Operating systems include Windows Operating Systems and Linux.

# 10. PREREQUISITE:

COSC 2311

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **BOOK** | **AUTHOR** | **ED** | **YEAR** | **PUBLISHER** | **ISBN#** | **UPDATED** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| PC Pro Lab Sim  (Access Code) | Testout |  | 2013 | TestOut | 9781-93508-0428 | 11/25/13 |

***-* For this course, TestOut Sections 1, 9 - 13 ONLY will be covered**

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

Wayland Baptist University has partnered with RedShelf to bring Inclusive Access, which is a digital copy of the required textbook available on Blackboard day one of class.  The prices are very competitive with the market and in most cases below the standard cost.  The price of the textbook will be billed to your student account.  To check the price of the textbook please locate your required course material at <https://bookstore.wbu.edu>.  Once you access the textbook it will ask you if you would like to opt-out.  If you choose NOT to use this version you MUST opt-out or you will be charged and refunds are not available.

# 12. OPTIONAL MATERIALS None.

# **13. COURSE OUTCOMES AND 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 networking works with operating systems in wired and wireless networks
* Demonstrate knowledge of how to secure desktop operating systems

# 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**:

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

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 information and will prepare you for the assignments. More information will be provided in Blackboard. All work submitted must be your own.

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

|  |  |  |  |
| --- | --- | --- | --- |
| **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 |

**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 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      Research Paper References Due   
WEEK 6 – TestOut 9.12 – 9.15         
WEEK 7 – TestOut 10.1 – 10.5  
WEEK 8 – TestOut 11.1 – 11.5    
WEEK 9 – TestOut 12.1 – 12.13  
WEEK 10 –TestOut 13.1 -13.8   Research FINAL Paper  
WEEK 11 - Final Exam - CompTIA 220-902 Domains 1-5  
*Recommended student completes all practice tests prior to attempting the final exam (Optional).*

Practice tests:  
Exam A.10 Domain 10: System Management  
Exam A.11 Domain 11: Security  
Exam B.5 Domain 4: Hardware & Network Troubleshooting, All Questions  
Exam C.2 Domain 1: Windows Operating Systems, All Questions  
Exam C.3 Domain 2: Other Operating Systems and Technologies, All Questions  
Exam C.4 Domain 3: Security, All Questions  
Exam C.5 Domain 4: Software Troubleshooting, All Questions  
Exam C.6 Domain 5: Operational Procedures, All Questions

# 19. ADDITIONAL INFORMATION

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.