**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 3301 <<VC01>> – Information Technology Hardware

**Campus**

: << WBUonline >>

**Term/Session**

**:** <<Summer 2025>>

**Instructor**

**:** <<Dr. Sammy J. Van Hoose>>

**Cell #**

**:** <<111980610 777-0569>>

**WBU Email Address**

**:** <<vanhoose@wbu.edu>>

**Office Hours, Building, and Location**

**:** <<Online>>

**Class Meeting Time and Location**

**:** <<Online>>

**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:**

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 1 – 8 ONLY will be covered**

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

*If this is an UNDERGRAD class the textbook for this course is part of the* ***Pioneer Academic Access Program****. You will have access to an eBook and interactive learning material on the first day of class through your Blackboard course site. If the course requires a physical book you can order at bookstore.wbu.edu. The cost of all your materials are billed to your student account at $26.00 per credit hour. You can choose to opt-out, however if you do you will lose access to* ***all******classes/materials*** *and have to source through third party vendors You will be notified via email with access instructions and additional information. If you are in a GRADUATE class you will have an Automatic eBook which is billed directly to your student account or a physical book that can be purchased at bookstore.wbu.edu.  If you do not wish to participate in the Automatic eBook program, you will have the first week of class to opt-out of the program (additional details will be outlined in your email instructions).*

**Optional Materials**

**:** <<None>>

**Course Outcome Competencies**

**:**

* Describe the function of hardware components
* Demonstrate 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

**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:** **No use of any generative AI tools permitted.**

* + 1. 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.
    2. All assignments must be fully created, designed, and prepared by the student(s).
    3. 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**

Exam 40%

Test 30%

Quizzes 20%

Assignments 10%

**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**

| Week | **Topics** | **Chapter**  **Readings** | **Notes** | **Assignments** |
| --- | --- | --- | --- | --- |
| **1**  Jun. 2 - 7 | 01 Introduction (01.1 THROUGH 02.9)  02 PC Technician Responsibilities | Chapters 1 & 2 |  | Check in Blackboard for the other items due in Week 1, midnight, Saturday Jun. 3, 2023 |
| **2**  Jun. 9 - 14 | 03 Hardware (03.1 THROUGH 03.7) | Chapter 3 |  | Check in Blackboard |
| **3**  Jun. 16 - 21 | 03 Hardware (03.8 THROUGH 03.14  04 Operating System (04.1) | Chapters 3 & 4 |  | Check in Blackboard |
| **4**  Jun. 23 - 28 | 04 Operating System (04.2 THROUGH 04.4)  05 Storage Devices (05.1 THROUGH 05.6) | Chapters 4 & 5 |  | Check in Blackboard |
| **5**  Jun. 30 – Jul. 3 | 05 Storage Devices (05.7 THROUGH 05.9)  06 System Implementation (06.1 THROUGH 06.4) & 07 System Management 1 (07.1) | Chapters 5, 6, & 7 |  | Check in Blackboard |
| 6  Jul. 7 - 12 | 07 System Management 1 (07.2THROUGH 07.9)  08 System Management 2 (08.1) | Chapters 7 & 8 |  | Check in Blackboard |
| **7**  Jul. 14 - 19 | 08 System Management 2 (08.2 THROUGH 08.8 | Chapter 8 |  | Check in Blackboard |
| **8**  Jul. 21 - 26 | Practice Tests and Final Exam |  |  | Check in Blackboard |

**Additional Information**

**General Information:**

This syllabus contains a general overview of the course only. It should NOT be considered as a substitute for reading and understanding all the pages of Blackboard.

***The subject line of ALL your email shall be* MISM 3301 VC01 Summer 2024,** and **include your first and last names in the email body**. Email without this information as the Subject line will not be read or responded to.

*Once you have read and understood everything contained in the syllabus, you are required to submit, in Blackboard, the following:*

1. Your Full Name

2. Term: Summer 1 2024

3. Course Number, Section, and Term (MISM 3301 VC01)

4. Date

5. A Statement of Understanding as follows:

"I have read the syllabus for this course. I understand the course requirements and procedures. Since grades are an indicator of personal effort and performance, I understand that it is my responsibility to earn the grade I desire in this class." (***This statement must be verbatim.***) (***This is the end of the Statement of understanding.***)

This course is time intensive. You will be required to read the material, watch videos, perform the simulations, take quizzes, take tests, and lastly take the Certification exam.

The instructions tell you that the most beneficial way to complete the course is to perform the steps as they are presented. That way continuity is maintained.

You will be tempted to complete the steps out of order. Continuity will be disrupted and you will find you are repeating some steps.>>

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