



**KENNESAW STATE
UNIVERSITY**

SYLLABUS

COLLEGE OF COMPUTING AND SOFTWARE ENGINEERING
DEPARTMENT OF INFORMATION TECHNOLOGY
IT 3423 OPERATING SYSTEMS AND ADMINISTRATION
SPRING 2023

Course Information

Class meeting time:

Section 01: MW 12:20 -1:10PM Atrium Bldg 108

Section W01: Online Only

Instructor

Name: Jamie Jamison

E-mail: jjamiso9@kennesaw.edu

Office Location: Norton Hall, R2-302

Office Hours: MW 9a-12p, Virtual: T Th 11a-1p

Course Communication:

- Email is the best way to reach the instructor. Use D2L email if possible. Instructor's KSU email (jjamiso9@kennesaw.edu) should only be used when you don't have access to D2L site.
- Students' emails will be replied WITHIN 24 hours during the weekday. Weekend and holidays don't apply.
- When email the instructor using accounts other than D2L email, put the course number in the subject line. Emails without proper subject line will not be replied.
- Avoid using personal email. Sensitive information (such as your grades) can ONLY be sent to D2L email or KSU email account.

Course Description

Prerequisites/Corequisites: (CSE 2300 or MATH 3322) and CSE 3153 and (IT 3123 or CS 350)

Credit Hours: 3 Class Hours 0 Laboratory Hours 3 Credit Hours

Required Texts: There is no textbook assigned. All readings are assigned in weekly modules. I require that you read the relevant papers and tutorials each week to prepare you for assigned lab/quiz. Knowledge of the readings will reduce the time it takes you to finish lab assignments.

Recommended Texts: N/A

Course Description:

Technology Requirements:

- This class uses D2L as hosting site. Run a system check to ensure your computer work with D2L. Check out UITS D2L training: <http://uits.kennesaw.edu/support/d2ltraining.php> .
- Internet Connection. A high-speed Internet connection such as DSL or cable Internet access is highly recommended. You may also use computer labs on campus to complete the coursework.
- A web camera is required for a student to take final exam.
- Microsoft Teams used for chat and recorded lectures

Student Learning Outcomes

By the end of this course, you should be able to:

1. Identify and analyze user needs and take them into account in OS selection, evaluation, and administration of computer-based systems. (Modules 1-8)

2. Effectively integrate OS and IT-based solutions into business practice and the user environment (Term Project)

Course Requirements and Assignment

Topic	Notes
Introduction Post	<p>In the D2L Discussion section marked "Introductions" write an entry introducing yourself to the class. Feel free to share information on your job, family, professional and personal interests as appropriate.</p> <p>At a minimum you MUST include:</p> <ol style="list-style-type: none">1. Your major and why you selected it2. One fun fact about yourself3. Confirmation that you read and understand the syllabus. <p>As a part of this assignment, students must also ensure their D2L profile includes a "head shot" photo, not an avatar or the default image.</p>
Course Discussions	During the time scheduled for the bi-weekly module, students will complete a module discussion. Students will post their response (80%), then respond to another student post (20%)
Module Assignments	Each bi-weekly module has an assignment over the content in that module. Assignments 1 through 6 contribute to learning objective 1.
Chapter Quizzes:	<p>Students may take each chapter quiz up to two (2) times, with the average score of all attempts used in the calculation of their course grades. Availability of quizzes is restricted to the module timeframe. It is recommended that students test their computers and browsers before taking chapter quizzes and the midterm/final exams. Any issues should be submitted to the KSU Student Helpdesk.</p> <p>Do NOT start a quiz until you are ready to take it. If you start a quiz and then close it, the instructor WILL NOT reset the quiz for you. As the student can take each quiz multiple times, there are no makeup quizzes. Do not contact the instructor if you miss a quiz. Use of ANY outside materials, is</p>

Topic	Notes
	prohibited for exams and quizzes.
Team Project	Students will join a team before the end of Module 2. They will compare and contrast operating systems and recommend solutions that are best situated for those operating systems. It will include recommending an operating system with discussion of what features impact the decision and why it is preferred over other OS options. The team project contributes to learning objective 2.
Exams: Final Exam – All modules	The final exams is available during finals week. The exam will consists of a set of 50 timed multiple choice/true-false questions over term material. Students will have 60 minutes to complete the exam from the time they begin. Once you begin an exam, do not close the RLDB browser until you have finished, the instructor will NOT reset an exam. No outside resources are permitted on any quiz or exam.

Evaluation and Grading Policies

Weight Distribution

Grade Conversion: A: (90-100), B: (80-89), C: (70-79), D: (60-69), F: (0-59)

Grade Indicator: Please insure you are following grades in D2L.

Your grade is based on the following:

Grading Item	Weight
Assignments	30%
Quizzes	30%
Intro Discussion	2%
Module Discussions	18%
Class Participation	10%
Team project	10%
Total	100%

Grading Scale:

90% - 100%	A
80% - 89.99%	B
70% - 79.99%	C
60% - 69.99%	D
0% - 59.99%	F

Course Policies

Course Attendance Policy

- If you are enrolled in a course that has classroom instruction, I expect that you will be there. I will take attendance.

Grading Items Turnaround Time

- The grades for the quizzes and exams will be available 48 business hours after the due date
- The grades for labs/assignments/projects will be available 72 business hours after the due date
- All assignments and discussions will receive feedback.

Assignments & Exam Policy [Below are recommended policies, feel free to make adjustments as needed]

- All assignments **MUST** be submitted through D2L (<https://kennesaw.view.usg.edu/>) course website by the deadline specified in course calendar.
 - **Email submission will NOT be accepted.**
 - Any assignment that is less or equal than 24 hours late is subject to 10% penalty.
 - Any assignment that is less or equal than 48 hours late is subject to 20% penalty.
 - Any assignment that is more than 48 hours late will **NOT** be accepted.
- All quizzes and exams MUST be completed on D2L website by the deadline specified in course calendar.
 - The quizzes exams can't be opened/submitted after the deadline.
 - You have two attempts on each quiz. I will take the average of your attempts.
- If you must miss an exam due to illness, you must e-mail or call the instructor before the scheduled time. Failure to notify the instructor prior to the scheduled time will produce an automatic zero for the exam. NO makeup test except for emergencies with proof (e.g. doctor's slip).

Proctored Exam: N/A

Student Responsibility

For this class, you are expected to spend seven to eight hours each week on coursework:

- Check KSU email regularly;
- Login D2L course website frequently to access the course material (at least every other day);
- Follow the weekly study guide in the learning module;
- Study the assigned material such as virtual lectures, textbook chapters and the PowerPoint slides;
- Complete assigned quiz/assignment/discussion/project on time.
- Communicate, Communicate, Communicate with me
- Join the Microsoft Teams channel for recorded lectures, etc.

Tips for Effective Online Learning

For an online class, students can really enjoy the benefits of learning at your own pace and at the place of your choice. Below are some tips for effective online learning.

- *Check D2L course website frequently.* It's recommended that students should login D2L course site **AT LEAST** every other day. Always be aware of current status of the course. Take advantage of the posted learning material such as recorded lectures.
- *Work with the instructor closely.* If you have any question, contact the instructor immediately. You can either email or text me and your message is guaranteed to be replied within 12 hours.
- *Start your work early.* If you can start a task early, don't start late. Assuming you spend the same amount of time completing the task, starting later will be much more stressful than starting early. Never start until the last minute! You'll have no turnaround time if you need help or something happens.
- *Keep up with the work.* Don't fall behind. If you do, contact the instructor immediately for what you need to do. The instructor may also contact you if he is concerned. Respond to the instructor's inquiry promptly. Don't take a zero on an graded work.

Last Days April 26th, 2023 at 11:59 PM

Class Communication Rules

In any classroom setting there are communication rules in place that encourage students to respect others and their opinions. In an online environment, the do's and don'ts of online communication are referred to as **Netiquette**. As a student in my course you should:

- Be sensitive and reflective to what others are saying.
- **Avoid typing in all capitals** because it is difficult to read and is considered the electronic version of 'shouting'.
- Don't flame - These are outbursts of extreme emotion or opinion.
- Think before you hit the post (enter/reply) button. You can't take it back! Don't use offensive language.
- Use clear subject lines.
- Don't use abbreviations or acronyms unless the entire class knows them. Be forgiving. Anyone can make a mistake.
- Keep the dialog collegial and professional, humor is difficult to convey in an online environment.
- Always assume good intent and respond accordingly. If you are unsure of or annoyed by a message, wait 24 hours before responding.

Course Schedule

The course schedule is tentative and is subject to change.

Please use D2L course calendar as accurate due dates.

Academic calendar can be found at: <https://registrar.kennesaw.edu/academic-calendars/spring-2021-academic-calendar.php>

Weeks	Class Activities	Notes
1/9-1/16	Module 1:	Intro Discussion
1/16-1/23	Module 1:	Discussion #1, Quiz #1, Assignment #1
1/23-2/6	Module 2:	
2/6-2/13	Module 2:	Discussion #2, Quiz #2, Assignment #2
2/13-2/20	Module 3:	
2/20-2/27	Module 3:	Discussion #3, Quiz #3, Assignment #3
2/27-3/6	Module 4:	
3/6-3/12	SPRING BREAK	
3/13-3/20	Module 4:	Discussion #4, Quiz #4, Assignment #4
3/20-3/27	Module 5:	
3/27-4/3	Module 5:	Discussion #5, Quiz #5, Assignment #5
4/3-4/10	Module 6:	
4/10-4/17	Module 6:	Discussion #6, Quiz #6, Assignment #6
4/17-5/1	Module 7:	Discussion #7, Quiz #7
5/1-5/8	Module 8:	Discussion #8, Quiz #8

Institutional Policies

- [Federal, BOR, & KSU Course Syllabus Policies](#)
- [Academic Integrity Statement](#)
 - Examples of violation of academic integrity: 1) copy from others or from Internet; 2) allow others to copy your work; 3) use other's help or help other in completing the quizzes or exams.
 - The first violation of academic integrity, the student will immediately receive 0 for the associated grading item. For the 2nd violation, the student will receive a fail grade for this course.

KSU Statements on COVID-19

KSU may shift the method of course delivery at any time during the semester in compliance with University System of Georgia health and safety guidelines. In this case, alternate teaching modalities that may be adopted include hyflex, hybrid, and synchronous online, or asynchronous online instruction.

COVID-19 illness

If you are feeling ill, please stay home and contact your health professional. In addition, please email your instructor to say you are missing class due to illness. Signs of COVID-19 illness include, but are not limited to, the following:

- Cough
- Fever of 100.4 or higher
- Runny nose or new sinus congestion
- Shortness of breath or difficulty breathing
- Chills
- Sore Throat
- New loss of taste and/or smell

COVID-19 vaccines are a critical tool in “Protecting the Nest.” If you have not already, you are strongly encouraged to get vaccinated immediately to advance the health and safety of our campus community. As an enrolled KSU student, you are eligible to receive the vaccine on campus. Please call (470) 578-6644 to schedule your vaccination appointment or you may walk into one of our student health clinics.

For more information regarding COVID-19 (including testing, vaccines, extended illness procedures and accommodations), see KSU's official Covid-19 website.

Face Coverings

Based on guidance from the University System of Georgia (USG), all vaccinated and unvaccinated individuals are encouraged to wear a face covering while inside campus facilities. Unvaccinated individuals are also strongly encouraged to continue to socially distance while inside campus facilities, when possible.

Student Resources

This link contains information on help and resources available to students: [KSU Student Resources for Course Syllabus](#)