

CPT257: Operating Systems

Getting Started with CPT257 Traditional Class Guide

Summer Semester 2013

Purpose:

This document details how traditional students of **CPT257: Operating Systems** should get started with this course. It is designed to be a complete checklist in priority order. Please begin at the beginning of this checklist and work your way through each item. This checklist will include everything needed to get new students through taking their first test in this course. Once students have completed their first chapter test, they should be self sufficient in **CPT257**.

- Purchase the textbooks:
A+ Guide to Managing and Maintaining Your PC, Seventh Edition, Comprehensive; Jean Andrews, Ph.D.; Course Technology, a division of Thomson Learning™; ISBN-10: 1-435-49778-3 or ISBN-13: 978-1-435-49778-8
Supporting Windows® 7; Jean Andrews, Ph.D.; Course Technology; ISBN-13: 978-1-111-31707-2 (Bundle ISBN at GTC Bookstore: 1-111-65605-3)
- Log on the **Blackboard** at <http://GTC4me.gvltec.edu> or <https://gvltec.blackboard.com> to enter our online class. Instructions on how to log in are on the log in screen.
- Introduce Yourself to our Class:
 - Click **Discussions**
 - Click **Introductions to Class**
 - Click **Create Message**
 - Compose a message introducing yourself to our class, answering the following questions:
 - What is your name?
 - Do you have a job? If so, where do you work and what is your job responsibility?
 - Why are you in this class?
 - What do you expect to learn in this class?
 - Have you taken any online classes before, if so how did you like them?
 - What do you think it takes to be successful taking an online class?
 - How often do you plan on logging in to our class and how much time each day do you think it is going to take to complete this class?
 - Click **Post**
- Log on to our class on the **Blackboard** server at <http://GTC4me.gvltec.edu> or <https://gvltec.blackboard.com> and read the **CPT257 Syllabus** and **all of the attachments** available in the **Class Menu** on the left side of the screen. Next take the **CPT257 Syllabus Quiz** listed in **Assignments** and **Course Content** on the **Class Menu**. The **CPT257 Syllabus Quiz** replaces the Syllabus Receipt required in previous semesters. **A grade of 80% or higher is required for successful completion of the new CPT257 Syllabus Quiz.** You will be allowed five attempts to successfully complete the **CPT257 Syllabus Quiz**.
- Some of the materials for CPT257 are located at <https://beausanders.org/CPT257>. Since the majority of the materials in CPT257 are copyrighted and intended for our Greenville Tech students only, you will be asked to log in to this server. We will share a common username and password on the linux1 server. Just enter **cpt257** for the username and **interface** for the password, all lower case and no spaces.
- Read Chapters 2 and 11 in our textbook.** It is suggested that you do the Review Questions at the end of each chapter.
- Listen to and/or watch the Online Lectures or Podcasts for Chapters 2 and 11.** The **Online Lectures** are available by clicking **Course Content** on the **Home Page** > then click **CPT257 Online Lectures and Lecture Slides**. Our **CPT257 Online Lectures** are very similar to the lectures in traditional classes, except you can listen to them anytime. The **Lectures Notes** for this course are covered in detail in these presentations. The

Online Lectures are available in both full audio and video flash presentations, or as mp3 files with no video. **Podcasts** of CPT257 Class Lectures are also available in mp3 format.

- ❑ Read the **Lecture Slides for Chapters 2 and 11** by clicking **Course Content** > then click **CPT257 Online Lectures and Lecture Slides** > click on the selected chapter. The **Lecture Slides** for CPT257 are PowerPoint® slide presentations designed to help you focus on key concepts, procedures, and terms in each chapter of our textbook. These are the same slides used in our traditional classes, which are subject to change by your instructor. You will need to have Microsoft PowerPoint® or the free PowerPoint® Viewer installed on your computer in order to view the Lecture Note slides.
- ❑ Take the **Chapter 2 and 11 Practice Tests**. Click **Practice Tests** on the **Homepage**. The chapter practice tests pull random questions from a database, so you need to take these practice tests several times to get the full benefit. You should be able to score a 100 on any practice test at any time before you stop practicing.
- ❑ Complete **Assignments 1, 2, and 3**. Submit them prior to the due dates. Click **Chapter Assignments** and **Additional Assignments** on the **Homepage** to access.

The **Assignment Submission Policy** for **CPT257** requires all assignments to be submitted within seven days of the published due date to receive any credit. Assignments must be submitted by the published due date to receive up to 100 percent credit. Within seven days after the due date, **late assignments submitted late will receive a 20 point deduction for late submission**. After the seven day grace period, no credit will be received for assignments submitted late.

- ❑ Take **Test 1: Chapters 2 and 11** during the posted availability dates. Tests in this class will be available for three days, usually Saturday through Monday. The **CPT257 Final Exam** will be administered on-campus during the Exam Schedule published by the school. Click **Tests & Final Exam** on the **Homepage** and carefully follow the instructions on the screen.

The Makeup Test Policy for CPT257 allows students to miss only one test. Makeup tests must be made-up within seven days of the scheduled availability dates. It is the student's responsibility to request a makeup test, not the instructor's. If a makeup test is not taken within seven days of the end of the test's availability dates, the student will not receive credit for the missed test. If a student misses more than one test, the student will receive no credit for additional missed tests and will not have the opportunity to makeup additional missed tests.

- ❑ The “**official**” **gradebook** for this course is in **Blackboard** at <https://gvlt.ec.blackboard.com>, just like Greenville Tech's traditional classes. Log in to your Blackboard account, click on this class, then click on **My Grades** on the left side of the screen.
- ❑ **SPECIAL NOTE FOR ALL STUDENTS:** The written and hands-on components of the **Final Exam** will be administered on-campus in a traditional classroom setting. The **Final Exam** will be scheduled for the entire class at a time determined by the administration.

If you have any questions concerning this course, please e-mail your instructor using Blackboard G-Mail. Your message will be forwarded to me. You can also e-mail your instructor at sandewbs@my.gvlt.ec.edu with any questions.

Beau Sanders
CPT/IST Instructor
Greenville Technical College

Office ET103-311
Office Phone 864-250-8314

sandewbs@my.gvlt.ec.edu
gvlt.ec.blackboard.com
beausanders.org/CPT257