

Getting Started with CPT257-741 Hybrid Class Guide

Summer Semester 2015

Purpose:

This document details how students of **CPT257-741: 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 on Blackboard and **CPT257-741**.

- Purchase the textbook; we have a new edition starting with the Fall 2013 semester:
A+ Guide to Managing and Maintaining Your PC, Eighth Edition, Comprehensive; Jean Andrews, Ph.D.; Course Technology, a division of Thomson Learning™; ISBN-13: 978-1-133-13510-4
- Log on the **Blackboard** at <http://GTC4me.gvltec.edu> or <https://gvltec.blackboard.com> to enter our hybrid 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 Hybrid classes before, if so how did you like them?
 - What do you think it takes to be successful taking an Hybrid 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**. **A grade of 90% 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**.
- Review our **Class Calendar** by clicking it in the **Course Menu** on the left side of the screen. There is also a **CPT257 Hybrid Class Calendar Checklist (Syllabus Attachment 1)** found on **Course Content** page that lists all of the important dates and events in this course. *Our **Class Calendar** and **CPT257 Hybrid Class Calendar Checklist** are subject to change; your instructor will notify you well in advance of any such changes.*

On-Campus Labs: There are four required **on-campus hands-on labs** included in the **CPT257 Hybrid Class Calendar**. In addition, you will be required to visit on-campus at the end of the semester to take both the **written and hands-on components of the Final Exam** in CPT257. Please reserve these five dates on your personal calendar. The On-Campus Labs and Final Exam will be scheduled for the entire class at times determined by your instructor and the administration.

- Although you are taking a Blackboard Hybrid course, we do keep track of **your attendance**. We have a simple attendance rule: **You must submit the gradable/attendance item scheduled for the Friday of each week as listed under the “End Week” column of the “Class Calendar Checklist” available on the Course Content page.** We have scheduled one or more gradable/attendance items for each week of the course, so if you complete your assignments, on schedule you will never be counted absent. If you do not complete the activities for a week, you will be counted absent for that week. This attendance rule is necessary for all students who receive financial aide to receive attendance verification.
- Log in to our Blackboard class everyday** and check for news, new posts to the **Discussions** bulletin board, and any changes in the **Calendar**. Participate in our class by posting to the **Discussions**, create new threads or comment on existing discussions. It is your responsibility to meet all due dates and deadlines. **If assignments are turned in late, there is an automatic 20 point penalty for late submission.** All tests and exams must be taken Hybrid during the availability dates posted on the Web site, no exceptions. You will have ample notice prior to all assignments and tests.
- Read Chapters 3 and 7 in our textbook.** It is suggested that you do the Review Questions at the end of each chapter.
- Read the **Lecture Slides for Chapters 3 and 7** by clicking **Course Content** > then click **CPT257 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 3 and 7 Practice Tests**. Click **Practice Tests** on the **Tests Menu** off of the **Main Menu**. 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 for Chapters 3 and 7**. Submit them prior to the due dates. Click **Assignments** on the **Class Menu** 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 3 and 7** during the posted availability dates. Tests in this class will be available for two days. 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://gvltec.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. Refer to the Class Calendar for the Final Exam date for this semester.

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.gvltec.edu with any questions.

Beau Sanders
CPT/IST Instructor
Greenville Technical College

Office **ET103-311**
Office Phone **864-250-8314**

sandewbs@my.gvltec.edu
beau.sanders@gvltec.edu
gvltec.blackboard.com