

**NORTHEASTERN TECHNICAL COLLEGE  
COURSE OUTLINE**

<b>COURSE:</b>	<b>PREFIX</b>	<b>NO:</b>	<b>EFFECTIVE DATE</b>	<b>NEXT REVIEW DATE</b>
	CPT	255	Spring 2009	Fall 2009
<b>TITLE:</b>			<b>CREDITS</b>	<b>CONTACTS</b>
				<b>CLASS - LAB - TOTAL</b>
Operating System Fundamentals			3	3    0    3

**PREREQUISITES:** CPT 101 or CPT 114 with grade of "C" or better.

**DESCRIPTION:** This course examines popular operating systems of several different types of computers. Topics include command languages, utility programs, and screen design.

**TEXTBOOK(S) OR ALTERNATIVE:** Mike Meyers' Computer Skills: Survey of Operating Systems, Second Edition, Holcombe, McGraw Hill , 2006. (ISBN 0-07-225773-3)

**COLLATERAL READING:**

**MATERIALS (specifying those to be purchased by student):**

Textbook  
USB Storage Media

**CLASS MANAGEMENT ACTIVITIES (Attendance, tardies, testing, etc.):**

Academic Dishonesty:

NETC honors the state TEC Student Code with regard to Academic Dishonesty. Students should read pages 9 - 11 of the Student Code.

Written Assignments:

The instructor reserves the right to refuse any paper or project that is messy or unreadable or appears to be copied. Incorrect grammar and spelling errors will be noted. Papers and projects will be graded on the basis of content, organization, grammar, spelling, and neatness. Papers containing any plagiarized material will result in a grade of "F" on the paper.

Attendance:

The student will be dropped after their:  
6<sup>th</sup> absence for *Monday/Wednesday* or *Tuesday/Thursday* DAY students;  
or 3<sup>rd</sup> absence for Evening students.

The Student will be marked as "Tardy" when arriving after the class roll has been called. Three (3) tardies will constitute one absence.

In the event that the student misses more than the allowable absences, the Instructor, who will complete a Withdrawal form with a grade of "F", will drop the student. IF the Student wishes to withdraw from the class, the STUDENT must complete a withdrawal form, which can be found in the Student Development Office of the College. The Student will receive a grade of "W" if the work completed to date is acceptable and not after the deadline for withdrawal; a grade of "WF" will be assigned if the work is unacceptable.

**IMPORTANT NOTE:**

It is the responsibility of the Student to make arrangements to make-up any work missed due to an absence. The Student will receive a grade of "F" for any projects not completed due to an absence.

Class Policy:

During either a test or lab project, anyone caught exchanging information or copying someone else's work will receive a grade of "F" for the project or test and the Vice President for Student Services will be notified of the act.

There is to be no food or beverages in the computer lab at any time.

No radio or headphones are allowed in the classrooms.

Electronic communication devices (pagers, cell phones, etc.) are not allowed in the classroom. On call emergency personnel should see the instructor for an exemption.

Students are required to prominently display a valid NETC photo ID at all times.

Computer User Responsibilities:

- ★ Software - protected by copyright and licensed for use by NETC only. Software may not be removed, transferred, copied or modified.
- ★ Hardware - Computers are available for use only during scheduled or assigned hours. Student users have priority. Users may not abuse or alter any computer capabilities or settings.
- ★ Web Access - NETC provides access to the Internet for educational and research purposes. The College prohibits use of computer facilities for hacking accounts at NETC or any other location, games, chatting, personal e-mailing, downloading programs, changing settings, browsing offensive sites or transmitting illegal, unlawful or immoral information. NETC computers may not be used for personal gain or profit. Access to personal e-mail accounts without specific permission is prohibited due to e-mail delivery of viruses.

**DISABILITIES STATEMENT:**

Students with disabilities are encouraged to contact the Vice President for Student Services to discuss needs or concerns as they pursue an academic program and participate in campus life. The Vice President for Student Services will provide guidance regarding official documentation of disabilities and/or accommodation of needs. (See College Catalog).

**RESOURCES:** Computer labs and lab assistants

**COURSE TOPICAL OUTLINE** (List topics and sub-topics of course) and  
**Calendar or approximate length of time devoted to topic.**

**TENTATIVE CLASS TOPICS**

WEEK 1&2	- Operating System Basics
WEEK 3&4	- Basic Operating System Terminology
WEEK 5&6	- Basic Functionalities of the Operating System
WEEK 7&8	- Evolution of Computing
WEEK 9&10	- Files System Management and Attributes
WEEK 11&15	- Basic Functionalities, System Commands and Unique Features of Several Operating Systems
	➤ Disk Operating System: DOS
	➤ Macintosh Operating System
	➤ Microsoft Windows XP
	➤ Windows 2000 Professional
	➤ Windows NT Workstation
	➤ Novel Netware
	➤ Linux
<b>FINAL PROJECT</b>	

**OBJECTIVES OF COURSE:** Upon successful completion of this course, the student should be competent to perform the following:

1. Demonstrate an understanding of operating system terminology;
2. The use of system commands;
3. The workings of an operating system;
4. Demonstrate their ability to install and utilize software.

**INSTRUCTIONAL METHODS TO COMPLETE OBJECTIVES:**

Lectures  
Tests  
Projects

**EVALUATIVE METHODS TO APPRAISE OBJECTIVES:**

**Lectured Materials:**

There will be written tests given on selected portions of the lectured materials. These tests will be primarily objective with some short problems depending on the subject being covered.

**Computer Projects:**

In order to fully comprehend the concepts discussed in the course, projects will be assigned to incorporate both old and newly covered features. All projects will be graded on quality, accuracy and efficiency.

**GRADING SCALE:**

A = 100 - 93  
B = 92 - 85  
C = 84 - 78  
D = 77 - 70  
F = 69 AND BELOW

The following percentages will be used to calculate your final average for this course:

Projects..... 40%  
Tests..... 40%  
Final Exam..... 20%

There will be no retests or makeup tests given without a valid excuse for missing the examination. A grade of "F" will be recorded for any tests missed. If a problem should arise, a test may be taken early at a time established by the Instructor.

All projects will be given a due date. **Ten (10) points will be deducted from the grade if the project is submitted after the due date.** This applies to both day and evening students. No project will be accepted more than one week after the assigned due date. A grade of "F" will be assigned the work if the time schedule is not met.

**COLLEGE-WIDE COMPETENCY:**

The student will be able to identify and use sources of information by utilizing information processing skills compatible with job demands in a computer-literate society.