

CPT257: Operating Systems
Getting Started with CPT257 Online Guide
Fall Semester 2012

Purpose:

This document details how online students of **CPT257-W02: 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-W02**.

- 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:
 - o Click **Discussions**
 - o Click **Introductions to Class**
 - o Click **Create Message**
 - o 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?
 - o 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**.
- Review our **Class Calendar** by clicking it in the **Course Menu** on the left side of the screen. There is also a **CPT257 Online Class Calendar Checklist** found on **Course Content** page that lists all of the important dates and events in this course. *Our **Class Calendar** and **CPT257 Online 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 Online 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. Please read **CPT257 On-Campus Labs Explained** which is available on the **Course Content** page.

- Although you are taking a Blackboard online 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 online during the availability dates posted on the Web site, no exceptions. You will have ample notice prior to all assignments and tests.
- 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.
- 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 **i nterface** for the password, all lower case and no spaces.
- Take the **Chapter 2 and 11 Practice Tests**. Click **Practice Tests** on the **Class 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 1, 2, 3, 4, and 5**. 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 2 and 11** during the posted availability dates. **Review Sheets** for all Tests are posted and available online in Blackboard and at <https://beausanders.org/CPT257>. Tests in this class will be available for two days, usually a Sunday and 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://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

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gvltec.blackboard.com
beausanders.org/CPT257

CPT257-W02: Operating Systems

2012 Fall Semester - Blackboard Online Class Calendar

Instructor: Beau Sanders

This calendar is TENTATIVE. It is intended for planning purposes only and may be changed at anytime by the instructor.			
Date(s)	✓	Class Activity	Attendance
08/13/12 Monday		Getting Started with CPT257-Online	
08/17/12 Friday		Due - CPT257 Syllabus Quiz (grade of 80 or higher)	Week 1
08/24/12 Friday		Due - Assignment 1: First Article Review	Week 2
08/31/12 Friday		Due - Assignment 2: Chapter 2 Review Questions	Week 3
09/07/12 Friday		Due - Assignment 3: Chapter 11 Review Questions	Week 4
09/08/12 Saturday		Lab 1: On Campus in Room 103-313 at 12:00 Noon to 3:30 PM	
09/09/12 09/10/12		Test 1: Chapters 2 & 11	
09/14/12 Friday		Due - Assignment 4: Chapter 12 Review Questions	Week 5
09/21/12 Friday		Due - Assignment 5: Chapter 13 Review Questions	Week 6
09/28/12 Friday		Due - Assignment 6: Chapter 14 Review Questions	Week 7
09/29/12 Saturday		Lab 2: On Campus in Room 103-313 at 12:00 Noon to 3:30 PM	
09/30/12 10/01/12		Test 2: Chapters 12, 13, & 14	
10/05/12 Friday		Due - Assignment 7: Second Article Review	Week 8
10/12/12 Friday		Due - Assignment 8: Chapter 15 Review Questions	Week 9
10/19/12 Friday		Due - Assignment 9: Chapter 16 Review Questions	Week 10
10/20/12 Saturday		Lab 3: On Campus in Room 103-313 at 12:00 Noon to 3:30 PM	
10/21/12 10/22/12		Test 3: Chapters 15 & 16	
10/26/12 Friday		Due - Assignment 10: Windows 7 Chapter 1 Review Questions	Week 11
11/02/12 Friday		Due - Assignment 11: Windows 7 Chapter 2 Review Questions	Week 12
11/03/12 11/06/12		FALL BREAK - NO GTC CLASSES	
11/09/12 Friday		Attendance Assignment for Week 13	Week 13
11/10/12 Saturday		Lab 4: On Campus in Room 103-313 at 12:00 Noon to 3:30 PM	
11/11/12 11/12/12		Test 4: Supporting Windows 7 Chapters 1 & 2	
11/16/12 Friday		Attendance Assignment for Week 14	Week 14
11/21/12 11/25/12		THANKSGIVING HOLIDAY BREAK - NO GTC CLASSES	
12/01/12 Saturday		FINAL EXAM: Covers ALL NINE Chapters On Campus in Room 103-313 at 12:00 Noon to 2:30 PM Includes Hands-On Component	Week 16

[https://beausanders.org/CPT257:](https://beausanders.org/CPT257)

Username = **cpt257**

Password = **interface**

Blackboard:

<https://gvltec.blackboard.com>

Official class content, gradebook, e-mail, class calendar, and announcements

Instructor Contact Information

Office: **103-311**

Office Phone: **864-250-8314**

E-Mail: beau.sanders@gvltec.edu

Class and Office Hours Schedule: <https://beausanders.org/schedule>

On-Campus Labs Explained

Summer 2012 Semester • August 13, 2012

Here is an explanation of the **CPT257-W02 Online On-Campus Lab Rules**:

1. There are **four mandatory On-Campus Labs in CPT257-Online**. This semester our On-Campus Labs will be in **Room 313 in the Engineering Building (103) on the Main Campus**:
CPT257-W02 will meet from 12:00 Noon to around 3:00 PM
2. During each **On-Campus Lab session**, you will be assigned **two lab exercises** to complete, see the schedule below. There are a total of **seven (7) lab exercises in CPT257**. The lab exercises build on each other, so if you miss a lab session/exercise, you will be behind in the whole lab experience. Since the Labs in **CPT257 account for 10% of your overall grade in CPT257**, this works out to **each Lab Exercise being worth about 1.25% of your overall grade**.

On-Campus Lab Date	Lab Exercises
Saturday, September 8th	Lab 1: Review Windows Operations Lab 2: Setup VMWare Workstation & Install Windows XP Professional
Saturday, September 29th	Lab 3: Setup VMWare Workstation & Install Windows 7 Lab 4: Windows XP Professional Maintenance
Saturday, October 20th	Lab 5: Using Device Manager, Command Prompt, & Defrag Lab 6: Working with Windows 7
Saturday, November 10th	Lab 7: An Introduction to Linux Practice Hands-on Final Exam Exercise

3. **All CPT257-W02 students are expected to attend the On-Campus Labs as scheduled**. Your tuition pays for labs on the posted days at the posted times. However, if you are unable to attend any of the Saturday sessions, there will be one **Makeup Lab Day on Friday, November 30, 2012 from 8:00 AM to 1:00 PM**. You must arrive at 8:00 AM on Lab Makeup Day. Your instructor will have more instructions on the matter as the semester progresses.
4. **Attention CPT209-Online students**: Our CPT257 On-Campus Labs will be not conflict with your CPT209-Online On-Campus Labs. Mr. Vollnogle and I have scheduled the labs so you will do one classes' lab exercises in the morning, you will have a short break for a very quick lunch, and then do the other classes' lab exercises in the afternoon.
5. Please bring your **CPT257 textbook and a pen/pencil** to our labs.
6. At the end of the course there will be a **Hands-On Lab Final Exam**, along with your **Written Final Exam**. If you do not participate in the On-Campus Labs, you will be at a **big disadvantage on the Final Exam**.
7. **The CPT257-W02 Final Exam will be on Saturday, December 1, 2012**, at the same time as your labs. **CPT257-W02 will have our Final Exam from 12:00 Noon to 2:30 PM**. Please be seated in room 103-313 at 12:00 Noon to begin the Final Exam. No additional time will be given to students who are late to take their Final Exam.