

EBUS 4020/6020 - Computer Concepts and Operating Systems for Occupational Studies – First Short Session Summer 2002

Schedule

Time: 10:30 - 12:45 M-F
Final Examination – July

Instructor

Office: 209 River's Crossing; 850 College Station Road

Office Hours: by appointment

Phone: 542-4100

e-mail: <mailto:rbhill@uga.edu>

Course web site: <http://www.coe.uga.edu/~rhill/ebus4020>

Note: The course syllabus is a general plan for the course; deviations announced to the class by the instructor may be necessary.

Required Textbooks

Two textbooks bundled in a course pak from publisher – ISBN: 0619156570

Shelly, G. B., Cashman, T. J., & Vermaat, M. E. (2002). Discovering computers 2003: Concepts for a digital world – Introductory. ISBN: 0-7895-6513-7. Course Technology, International Thomson Publishing.

Shelly, G. B., Cashman, T. J., & Forsythe, S. G. (2000). Windows 2000: Complete concepts and techniques. ISBN: 0-7895-4542-X. Course Technology, International Thomson Publishing.

Other Required Materials

3.5" HD floppy disks
optional 100 or 250 MB Zip disk
optional CD-R or CD-RW media
notebook

Description of Course

Computer hardware and software; fundamental operating procedures; data organization and representation; current trends in occupational uses of computer technology. Emphasis on instructional approaches for teaching microcomputer operating systems in occupational studies. Includes Windows 2000 and Macintosh.

Objectives of the Course

Students who successfully complete this course will be able to:

1. Provide instruction in proper operation and use of microcomputers. (topics 1, 7, 8, 9, 10, 11, 12, 13, 14, 16, 17)
2. Describe the fundamental concepts and theory of microcomputer operation. (topics 1, 2, 3, 4, 5, 7, 8, 11, 14, 17)
3. Define fundamental computer terminology pertaining to both hardware and software. (topics 1, 2, 3, 4, 7, 11, 14, 17)
4. Describe the mechanisms and typical techniques for file management, transmission, and storage. (topics 5, 9, 11, 17)
5. Explain the social and human lifestyle implications of computers and computer-related technologies. (topics 2, 6, 17)
6. Describe typical occupational applications of computers. (topics 2, 3, 11, 12, 13, 14,

15, 16, 17)

7. Use appropriate instructional strategies to teach the use of common microcomputer operating systems. (topics 6, 17)

Additional Graduate Level Objectives

8. Explain the various instructional approaches for teaching the care and use of microcomputers. (topics 6, 17, 18)

9. Identify significant streams of research relevant to computer instruction in occupational studies. (topics 17, 19, 20)

10. Assessment of curriculum models for computer instruction in occupational studies. (topics 17, 18, 19, 20)

Topics Covered

1. Fundamental operating procedures.

2. Hardware concepts for occupational instruction.

3. Software applications for occupational instruction.

4. Computer terminology.

5. Computer communication systems and networks.

6. Human and social implications of occupational computer use.

7. Introduction to Windows 2000 & Windows XP.

8. Configuration and operating system files.

9. File, document, and folder management.

10. System maintenance.

11. File management utilities.

12. File transfer and networking systems.

13. Customization and maintenance.

14. Introduction to Macintosh.

15. Folders and tools.

16. Customization and maintenance.

17. Instructional techniques for computer instruction in occupational education.

Additional Graduate Level Topics

18. Instructional models for teaching computer concepts and operating systems.

19. Selection of curriculum materials for computer instruction in occupational studies.

20. Computer instruction research for occupational studies.

Student Activities

1. Study of assigned materials in text.

2. Study of class handout materials.

3. Completion of assigned exercises, projects, and problems.

4. Participation in class discussions.

5. Completion of periodic tests and examinations.

Evaluation

Assigned exercises, quizzes, laboratory activities, and presentations.....	25%
Portfolio.....	10%
Midterm examination.....	30%
Final exam.....	30%
Class participation.....	5%

Grading Scale: A -----	90-100	D -----	60-69
B -----	80-89	F -----	0-59
C -----	70-79		

Laboratory Activities

Laboratory assignments will be assigned on the various topics covered throughout the term. These assignments will either be based on procedures described in the text or will be explained on a handout sheet. Most work will be submitted electronically either on disk or using the network "inbox." Any hard copy responses requested should be neatly presented and clearly labeled. Textbook activities should be identified by textbook section number (e.g. dc_6_41, win_3_61, win_3_62, etc.)

Portfolio

Each student will prepare a portfolio that presents examples of work completed in this class in a manner that would be useful when interviewing for a position or displaying examples of typical computer tasks for students. Materials included should be attractively displayed in notebook or other binder with title page, contents page, and dividers to organize materials.

Examples of items to be included: PowerPoint presentation w/ handouts and notes, web pages, scanned images or other examples of graphics, glossary of computer terms, lesson plans, schedule for a brief computer workshop, computer lab policies, computer lab student permission form, bibliography of computer books or journal articles, catalog of helpful web addresses.

Portfolios should be completed and turned in for evaluation by Friday, June 28th.

Examinations & Quizzes

There will be two (2) examinations during the term, a midterm (covering material from the first class meeting to the date of the exam) and a final (a comprehensive exam related to any/all material covered during the term). There might also be periodic quizzes over the material being covered.

Teaching Presentation

Students registered for EBUS 6020 will complete additional graduate level objectives through participation in a teaching presentation. The topic to be presented will be agreed upon in consultation with the course instructor.

Class Participation

Punctuality and attendance are important to successful completion of requirements for this course. For that reason, attendance will be taken at each class meeting. The class participation portion of the course evaluation will be based on punctual attendance to all class meetings, participation in class discussions, and appropriate care of computer equipment.

Note: Students with disabilities who require reasonable accommodations in order to participate in course activities or meet with course requirements should contact the instructor during regular office hours or by appointment.

Late Assignments

Exercises, assigned problems, papers, and the portfolio should be completed by the end of the class period on the date they are due. Assignments to be handed in are generally penalized 10% for each day they are late unless arrangements are made to submit the materials at a later time.

Dishonesty

All academic work must meet the standards contained in *A Culture of Honesty*.

Each student is responsible to be informed about those standards before performing any academic work.

Dishonesty of any type, related to completion of course assignments, examinations, or other required activities is a serious offense. Should such an instance occur, it will be handled in accord with University regulations as described in the current edition of the *Graduate Bulletin*.

Drop Policy

The drop policy is described on page 64 of the Summer 2002 Schedule of Classes. If circumstances arise that will prevent a student from adequately fulfilling course requirements, it is important to address procedures to drop the class prior to June 21st, the mid-point of the term.