

EOCS 4020/6020 – Computer Concepts and Operating Systems for Occupational Studies
1st Short Session Summer 2002 – Tentative Schedule & Assignments – Rev. 25 June 2002

This schedule and due dates for assignments will be adjusted throughout the course if needed. Please be sure to look ahead and work on assignments as time allows. Unless a class decision has been made about changing a due date, assignments must be submitted on the dates listed.

Unless specifically instructed by professor, printing called for in textbook can be ignored.

Session 1 – Monday, June 10th:

- Complete student information cards and directory pictures
- Go over syllabus and assignments
- All students should have a MyID and be able to access ARCHES
- Overview of *Discovering Computers 2003* Chapter 1 – Introduction to Computers (ebus4020_1.ppt)

Session 2 – Tuesday, June 11th:

- ARCHES e-mail using Pine and Webmail
- Discuss *Discovering Computers 2003* chap. 2 – Internet and the World Wide Web (ebus4020_2.ppt)
- Begin work on Exercise 1 – Web page

Session 3 – Wednesday, June 12th:

- E-mail, chat rooms, and Instant Messaging (IM)
- Begin work on Exercise 2 – Internet Communications
- Work on Exercise 1 – Web page

Session 4 – Thursday, June 13th:

- Discuss *Discovering Computers 2003* chap. 3 – Application Software (ebus4020_3.ppt)
- MS Office Basics
- Begin work on Exercise 3 – MS Office

Session 5 – Friday, June 14th:

- Discuss *Discovering Computers 2003* chap. 4 – Components of the System Unit (ebus4020_4.ppt)
- Complete work on Exercise 1 – Web page
- Complete work on Exercise 2 – Internet Communications
- *Windows 2000* chap. 1
- Review Intel instructional materials

Session 6 – Monday, June 17th:

- What's inside the box -- discussion and demonstration with hardware components
- Peripheral devices for scanning, video capture, and printing
- *Windows 2000* chap. 2 completed
- Complete work on Exercise 3 – MS Office

Session 7 – Tuesday, June 18th:

- Visitors from Sichuan Normal University; Chengdu, Sichuan, China
- Windows 2000 chapter 1 quiz – WebCT

Session 8 – Wednesday, June 19th:

- Discuss *Discovering Computers 2003* chap. 8 – Operating Systems and Utility Programs (ebus4020_8.ppt)
- Command-based operating systems
- Batch files
- Begin work on Exercise 4 – batch files
- Windows 2000 chapter 2 quiz – WebCT

Session 9 – Thursday, June 20th:

- Review and summarize command line operating system materials
- Basics of UNIX
- Complete work on Exercise 4 – batch files
- Review for midterm exam

Session 10 – Friday, June 21st:

- Midterm examination
- **Midpoint of 1st session**

Session 11 – Monday, June 24th:

- Discuss *Discovering Computers 2003* chap. 5 – Input (ebus4020_5.ppt)
- *Journey Inside Activity*:
 - We will use the Intel Web site previously mentioned to further explore the concepts of input covered in chapter 5. Use the link on the resources section of the class Web site to find the site, click on the link for the *Journey Inside*, and then click the link to start your journey
 - The user name and password for the lesson prepared for you is the same as for the protected areas of our class Web site. Complete the lesson materials by watching the videos, reading the text materials, and completing the hands-on activities with programming successfully.
 - Create a classroom of your own on the site. Be sure to record the username and password for your classroom. Review the available lesson materials and create a lesson plan you can use with your students/learners in the future. E-mail the username and password to me at rbhill@uga.edu.
- *Windows 2000* Chapter 3 & 4 completed

Session 12 – Tuesday, June 25th:

- Midterm examination returned and discussed
- Discuss *Discovering Computers 2003* chap. 6 – Output (ebus4020_6.ppt)
- *Windows 2000* Chapter 5 completed

Session 13 – Wednesday, June 26th:

- Meet in WebCT chat room 1 at 10:30 a.m. Attendance in the regular classroom is not required but RC 143 is available if you prefer to come there to work. Roll will be checked in the WebCT chat room and the discussion of readings and other assigned materials will take place online.
- Discuss *Discovering Computers 2003* chap. 7 – Storage (ebus4020_7.ppt)
- *Windows 2000* Chapter 6 completed

Session 14 – Thursday, June 27th:

- Discuss *Discovering Computers 2003* chap. 9 – Communications and Networks (ebus4020_9.ppt)
- PowerPoint presentation development (ppt_guidelines.ppt)
- Begin work on Exercise 5 – PowerPoint

Session 15 – Friday, June 28th:

- Discuss *Discovering Computers 2003* chap. 10 – E-commerce (ebus4020_10.ppt)
- Work on Exercise 5 – PowerPoint

Session 16 – Monday, July 1st:

- Discuss *Discovering Computers 2003* chap. 11 – Computers and Society: Home, Work, and Ethical Issues (ebus4020_11.ppt)
- Begin work on Exercise 6 – Macintosh
- Work on Exercise 5 – PowerPoint

Session 17 – Tuesday, July 2nd:

- Discuss *Discovering Computers 2003* chap. 12 – Computers and Society: Security and Privacy (ebus4020_12.ppt)
- Complete work on Exercise 6 – Macintosh

Session 18 – Wednesday, July 3rd:

- Complete work on Exercise 5 – PowerPoint
- Begin and complete Exercise 7 – managing Windows 2000
- Portfolio materials due

Session 19 – Friday, July 5th:

- Last day of classes
- Review for final examination

Final Examination – Monday, July 8th during the regular class time.