

ACED 3150

Computer Operating Systems for the Office

3 Semester Credit Hours

**Dewar College of Education
Valdosta State University
Department of Adult and Career Education
Conceptual Framework: Guiding Principles**
(Adapted from the Georgia Systemic Teacher Education Program Accomplished Teacher Framework)

Dispositions Principle: Productive dispositions positively affect learners, professional growth, and the learning environment.

Equity Principle: All learners deserve high expectations and support.

Process Principle: Learning is a life-long process of development and growth.

Ownership Principle: Professionals are committed to, and assume responsibility for, the future of their disciplines.

Support Principle: Successful engagement in the process of learning requires collaboration among multiple partners.

Impact Principle: Effective practice yields evidence of learning.

Technology Principle: Technology facilitates teaching, learning, community building, and resource acquisition.

Standards Principle: Evidence-based standards systematically guide professional preparation and development.

Positively Impacting Learning Through Evidence-Based Practices

PREREQUISITE: ACED 2400

REQUIRED TEXTBOOKS & SOFTWARE:

Johnson, S. (2010) *Microsoft Windows 7, Complete Illustrated Series*, Course Technology: Cengage Learning.

Students will use the operating system Ubuntu. Ubuntu is a free operating system, and works within the Windows environment. Your instructor will give you a handout telling you how to download Ubuntu through Windows. Ubuntu 11.10 requires wired access to the Internet – it will not work on all wireless cards. Students may need to download Ubuntu to their home computer and may remove it after the course is over.

COURSE DESCRIPTION:

This course provides an introduction to operating systems, with hands-on experience in at least one operating system widely used in contemporary office environments. Topics include the development of operating systems, the function of operating systems, system resources, memory management, processor management, user interface, as well as operating system functions and imbedded software applications. Several operating systems will be compared and contrasted. This course helps prepare students to take the Microsoft certification exam for one of its current operating systems.

COLLEGE OF EDUCATION CONCEPTUAL FRAMEWORK STANDARDS (CFS)

I. CONTENT AND CURRICULUM: Teachers demonstrate a strong content knowledge of content area(s) appropriate for their certification levels.

II. KNOWLEDGE OF STUDENTS AND THEIR LEARNING: Teachers demonstrate a strong content knowledge of content area(s) appropriate for their certification levels.

III. LEARNING ENVIRONMENTS: Teachers create learning environments that encourage positive social interaction, active engagement in learning, and self-motivation.

IV. ASSESSMENT: Educators understand and use a range of formal and informal assessment strategies to evaluate and ensure the continuous development of all learners.

V. PLANNING AND INSTRUCTION: Teachers design and create instructional experiences based on their knowledge of content and curriculum, students, learning environments, and assessment.

VI. PROFESSIONALISM: Educators recognize, participate in, and contribute to teaching and learning as a profession.

VSU GENERAL EDUCATION OUTCOME (GEO):

The University's general education outcomes that apply to this course are as follows:

- 1) Students will use computer and information technology when appropriate.
- 2) Students will demonstrate knowledge of computer concepts and terminology.
- 3) Students will possess basic working knowledge of a computer operating system.
- 4) Students will use computer and information technology when appropriate.
- 5) Students will demonstrate the ability to analyze, to evaluate, and to make inferences from oral, written, and visual materials.

SELECTED EDUCATION OUTCOMES (SEO) OAT

Bachelor of Science Degree with a Major in Office Administration and Technology

- 1) Program graduates will demonstrate an acceptable level of competency in job skills. (CFS 1)

SELECTED EDUCATION OUTCOMES (SEO) BE

Bachelor of Science in Education Degree with a Major in Business Education

- 1) Students in initial teacher education programs know the content that they plan to teach and can explain important principles and concepts delineated in professional, state, and institutional standards.

COURSE OBJECTIVES:

Upon completion of this course, students will be able to:

- 1) Define an operating system.
- 2) Compare and contrast several current operating systems.
- 3) Identify the functions of an operating system.
- 4) Describe basic components of the operating system.
- 5) Identify various ways to protect the computer.
- 6) Define and recognize firewalls, antivirus software, and malware.
- 7) Create and organize files and folders.
- 8) Search for files and folders.
- 9) Manage software, disks, devices, driver, and display settings.
- 10) Manage the operating system's settings.
- 11) Backup and restore files and folders.
- 12) Customize menus and toolbars.
- 13) Personalize the appearance and sound of a computer.
- 14) Recognize how to increase processing speed.
- 15) Locate system information.
- 16) Locate troubleshooting information.
- 17) Change the settings of the mouse or other input devices.
- 18) Establish user accounts.
- 19) Identify various ways to manage networks.

COURSE ACTIVITIES / ASSIGNMENTS / REQUIREMENTS

- 1) There will be four examinations in the course. The examinations will have two parts: a "hands-on" application of the software as well as objective questions relating to the development of operating systems, the function of operating systems, system resources, memory management, processor management, user interface, operating system functions and imbedded software applications.

- 2) Each student will actively participate in class discussions related to hardware and software concepts and the ethical, legal, and privacy issues involved in using computer operating systems in the workplace/educational environment.
- 3) Each student will complete tutorials and/or exercises that will reinforce the development of basic technological knowledge and hands-on experience with operating systems used in office environments.
- 4) Each student will have an active e-mail account and e-mail will be used for correspondence to and from the instructor.

COURSE EVALUATION:

Letter grades will be determined using a standard point evaluation as outlined below.

Exams:		Points			Points Earned	Grade
	Exam #1 (Units C-F)	100			900-1000	A
	Exam #2 (Units L-P)	100			800-899	B
	Exam #3 (Ubuntu 1-4)	100			700-799	C
	Exam #4 (Ubuntu 5-7)	100			600-699	D
	Quizzes	100			599 & below	F
Assignments						
	Research Report	200				
	Textbook Assignments	300				
Total Points		1000				

FINAL EXMANIATION:

The final exam is scheduled for Friday, December 6, 2013 from 10:15 a.m. to 12:15 p.m. in Room #2106.

**** ATTENDANCE POLICY ****

Courses at Valdosta State University are provided for the intellectual growth and development of students. To attain maximum success, students must attend all their classes, be on time, and attend all scheduled course activities.

Students enrolled in ACED 3150 courses can only miss a maximum of **4 days** of class. Students whose number of absences exceeds more than 4 days of class will receive a grade of **"F"** for the course.

PROFESSIONALISM:

LATE WORK: All work is to be submitted on time unless arrangements have been made with the professor prior to the assignment's due date. Homework must be turned in by the date and time it is due. Unless prior arrangements have been made with the professor, late assignments will carry a penalty of 50 percent deduction of the total assignment points before grading. Work will be accepted for grading no later than one class meeting after the due date. Homework will not be accepted after that time and a grade of zero will be posted.

MAKE-UP WORK: There will be **No Makeup** examinations unless a student has made prior arrangements with the professor. If a student misses an examination and permission has not been granted for a makeup exam by the professor, the grade for that student's missed examination will be **zero (0)**. Make-up work, quizzes, exams or alternative assignments will be determined by the professor and will be at the sole discretion of the professor. These assignments may or may not exactly duplicate the original and will not entitle students to the same alternatives since they may not have experienced the same situations. Do not assume you will be allowed to make up an exam. Any uncoordinated, unexcused missed exam will result in a score of 0 for that exam.

BEHAVIOR: All students are expected to act in a respectful manner at all times during this class. This includes acting respectfully toward other students, the professor, and any visitors to the classroom. Students who exhibit disrespectful behavior will be asked to leave the classroom. The instructor will submit a Dewar College of Education Concern Form on the student.

DRESS CODE: All ACED classes adhere to a dress code. It is our goal to assist you in developing a more professional mindset about your appearance. Therefore, males and females should remove hoods, hats, baseball or skull caps, bandanas, and head scarves upon entry into the classroom. Extremely baggy and sagging pants, athletic shorts, tank tops, undershirts ("wifebeaters"), tube tops, shirts which show cleavage or stomach, clothing with obscenities, and pajamas should not be worn to class by either males or females. You are encouraged to keep your future professional wardrobe needs in mind when making clothing purchases.

COMMUNICATION: Student-to-Instructor and Instructor-to-Student interaction are critical components of any learning environment. Please feel free to email your instructor if you have a question or problem that you would like to discuss in private.

- **Please send your emails through Web Outlook using your VSU E-mail address. Do not send e-mails to your instructor through BlazeView.**
- As a courtesy, ALWAYS include a descriptive subject line with your email messages and sign your full name at the end of your message.
- You **MUST** include the course number in the subject line of your message, and be sure to type your full name at the end of your message.
- All students must maintain their VSU e-mail account and check it regularly.

USE OF CELL PHONES/IPODS/ETC IN CLASS: Students are not allowed to use cell phones, iPods, Blackberries, or other similar devices in the classroom unless permission has been granted by the instructor. Use of any such instruments will result with the student being asked to leave the classroom.

AUDIO AND VIDEO RECORDINGS: No audio or video recording of the class is permissible unless specifically approved by the instructor.

DEWAR COLLEGE OF EDUCATION POLICY STATEMENT ON PLAGIARISM

Below is information directly quoted from the Academic Honesty Policies & Procedures:

Academic integrity is the responsibility of all VSU faculty and students. Faculty members should promote academic integrity by including clear instruction on the components of academic integrity and clearly defining the penalties for cheating and plagiarism in their course syllabi. Students are responsible for knowing and abiding by the Academic Integrity Policy as set forth in the Student Code of Conduct and the faculty members' syllabi. All students are expected to do their own work and to uphold a high standard of academic ethics.

The full text of Academic Honesty Policies and Procedures is available on the Academic Affairs website www.valdosta.edu/academic/AcademicHonestyatVSU.shtml

The consequences for acts of academic dishonesty in the Dewar College of Education are:

FIRST OFFENSE:

1. The faculty member will administer an academic response (e.g. resubmit / retake assignment, failure of the assignment, failure of the course).
2. The faculty member will complete a Dewar College of Education Concern Form.
3. The faculty member will complete a Valdosta State University Report of Academic Dishonesty.

SECOND OFFENSE:

1. The faculty member will administer an academic response (e.g. resubmit / retake assignment, failure of the assignment, failure of the course).
2. The faculty member will complete a Dewar College of Education Concern form (<http://www.valdosta.edu/coe/studentsinfo.shtml>). The Dewar College of Education Concern Form Policy will be followed.
3. The faculty member will complete a Valdosta State University Report of Academic Dishonesty. According to the Academic Honesty Policies and Procedures document, "after a second (or subsequent) Report of Academic Dishonesty has been submitted to the Student Conduct Office in the Dean of Students Office, official charges will be drawn up and the disciplinary matter will be referred to the Valdosta State University Judicial Committee."

SPECIAL NEEDS STATEMENT:

Valdosta State University is an equal opportunity educational institution. It is not the intent of the institution to discriminate against any applicant for admission or any student or employee of the institution based on the sex, race, religion, color, national origin, or handicap of the individual. It is the intent of the institution to comply with Title VI of the Civil Rights Act of 1964 and subsequent executive orders as well as Title XI in Section 504 of the Rehabilitation Act of 1973.

Students requesting classroom accommodations or modifications due to a documented disability must contact the Access Office for Students with Disabilities located in Farber Hall-South. The phone numbers are 229-245-2498 (V/VP) and 229-219-1348 (TTY).

STUDENT OPINION OF INSTRUCTION:

At the end of the term, all students will be expected to complete an online Student Opinion of Instruction survey (SOI) that will be available on BANNER. Students will receive an email notification through their VSU email address when the SOI is available (generally at least one week before the end of the term). SOI responses are anonymous, and instructors will be able to view only a summary of all responses two weeks after they have submitted final grades. While instructors will not be able to view individual responses or to access any of the responses until after final grade submission, they will be able to see which students have or have not completed their SOIs, and student compliance may be considered in the determination of the final course grade. These compliance and non-compliance reports will not be available once instructors are able to access the results. Complete information about the SOIs, including how to access the survey and a timetable for this term is available at <http://www.valdosta.edu/academic/OnlineSOIPilotProject.shtml>.

CONTACT INFORMATION:

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