



# TGJ3M – Quiz # 1- Review

## Safety & Ergonomics/Intro to Communications Technology

### Comfortable Computing

#### • Ergonomics

- The science that seeks to adapt work or working conditions to suit worker
- Repetitive movements and sitting at a workstation for extended periods of time can result in injuries in the form of :
  - Pain, tingling, numbness of the hands, headaches, neck pain
  - Soreness in legs, arms and back
  - Eyestrain, carpal tunnel syndrome
- These are all considered to be **Repetitive Strain** injuries

#### The Chair

- Backrest of chair should have a snug fit against your back
- You should be level with the monitor when seated upright in your chair

#### The Display

- The recommended viewing distance is to have your face about one arm lengths away from the monitor.
- If glare is a problem, position the screen at right angles to the light source
- Do not face a window
- Keep the screen clean
- Adjust the brightness and contrast controls
- Reflections can be eliminated by tilting the screen

#### The Keyboard

- With computer keyboards, all you need is a light touch while typing
- Typing too hard is bad for your joints and is also bad for the keyboard
- Your wrists should be as straight as possible and your arms should be parallel to the floor

#### Breaks

- Break up your computer tasks by getting up every once in a while to stretch or walk around
- A good rule of thumb is to only be in front of the computer for 50 minutes of every hour

#### Computer Lab Safety

- Make sure that all wiring and cables do not obstruct areas where people will be walking
- Be very careful that you don't get an electric shock when plugging and unplugging cables
- Food and beverages can damage the equipment in the lab therefore no food or beverages around the computers
- No horseplay in the computer lab
- The **“One Finger Rule”**: If it takes more than one finger of pressure, it is too much and is considered forcing the object
- **Cables** are to be taped down to the floor
- **Cables** are to be coiled when not in use
- **Lighting** – never touch the light bulbs on studio lamps

## Computer Survival Skills

- Know how to manipulate files and folders
  - Cut
  - Copy
  - Paste
  - Rename

## The Socio Economic Context of Communications Technology

What is Communication?

- Communication is the sending and receiving of information or messages
- In order for communication to occur a message must be both sent and received
- Important: if the receiver does not understand the message then it has not been received!

### Purposes of Communication

**Persuade** – to convince or influence

**Inform** – to notify or report

**Educate** – to teach or instruct

**Control** – to manage or be in command of

**Entertain** – to amuse or divert

### Types of Communication

- Human to Human
- Human to Machine
- Machine to Machine
- Machine to Human
- Supplementary types

### Types of Human Communication

- Verbal Communication
- Nonverbal Communication

### Perception

- Perception is the process of understanding a message
- You may receive a verbal or nonverbal message from someone, but that message has to make sense in order for it to be received
- The process of perception can change how you understand a message
- depends on the receivers personal experiences in the past

### History of Communication

- pictograms (an easily recognized symbol) e.g. Walk Sign
- Ideograms are symbols that must be learned, e.g. Stop Sign

### History of Communication

- A true alphabet was formed when symbols began to represent sounds
- As the alphabet and various languages were developed the printing process and artistic communication arose
- After electricity and computers were discovered data communication was developed
- Data communication is communication between computers

### Technology and Communication

- Technology is... The practical (hands on) application of scientific knowledge.
- Without technology science would just simply remain knowledge!

### Technology, Industry and Change

- How does technology differ from industry?
  - Industry is an organization that uses technology to produce goods and services for a profit.

## Major Eras in American History

### The Information Age

- Currently we are in the midst of the information age
- Defined as an era where the majority of people are involved in jobs related to information

### Communication Technology

- The purpose of communication technology is to transfer information by technical means
- Communication Technology extends the capabilities of our human senses, e.g. the telephone

### Comm. Tech. Categories

- Graphic communications
- Electronic Communications
- Drafting
- Photography
- Print and media
- Telecommunications

### The Communication System

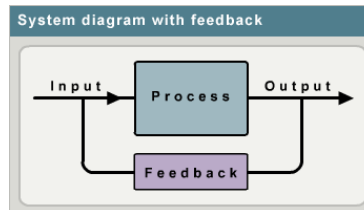
- Communication can be described as a system with the goal of transferring information
- Using this systems approach makes it easier to understand the communication process

### The Universal Systems Model

- A system has a purpose or goal, this can be called the desired OUTPUT of the system
- The INPUTs are the resources necessary for achieving the OUTPUT
- The PROCESS is the action part of the system, in this step the inputs are changed (or processed) achieve the OUTPUT

### Control Systems

- In many systems, a FEEDBACK loop is added
- FEEDBACK is a way of determining whether the actual results, or output, is the same as the desired results



### The Communication System Model

- In a communication system, the purpose of the system is the transfer of information, or the sending of a message
- Inputs are all of the resources necessary for sending the message.
- Processing is the act of communication

