Capital University of Economics and Business
Overseas Chinese College
Course Syllabus

Year and Semester	Fall (Freshman) (Sep, 27, 2021 – Jan, 14th, 2022)
Course Name	Introduction to Computer Technology
Course Code	MIS110
Course Type	☑ General Education (Required) ☐ General Education (Elective)
	☐ Professional Course (Required) ☐ Professional Course (Elective)
	☐ Basic Disciplinary Course
Course Credits	1
Course Hours	16
Prerequisites	None
Instructor	Prof. Amy Ru
Contact Information	Office: C217
	Tele: (010)83951082
	Email: ruchangjun@cueb.edu.cn
Office Hour	Mon.: 8:00-10:00, Tue.: 11:00-12:00, Wed.: 13:30-15:30, Fri.: 8:00-9:00
Learning Centre	Mon.: 18:00-20:00, Tue.: 13:30-15:30
Grade/Section	2021 IT
Course Time/Place	Mon. 8:00-9:50, A104

Textbook

Timothy J., Linda I., Daniel A. O'Leary. *Computing Essentials 2021.* China Machine Press, Beijing, ISBN: 9787111663782.

Course Description

This course provides a solid foundation for students' further study of computer networking, information system, database and Systems Analysis and Design. It systematically and comprehensively introduces the architecture of computer. It explains hardware, software, networking, database and GUI tools. Students will get overall knowledge of computers, and are capable to integrate knowledge with real life. Students will be able to explain the components of computer, information systems and explore the security, enterprise software, e-commerce. Students are cable of systematically analyzing computer components and application in workplace via theoretical study and practical operation.

Student Learning Objectives

After learning this course, the students will be able to:

Knowledge:

♦ Explain the structure of information system (IT), including the role of 6 components and 12 related careers.

♦ Describe the basic architecture and application of network

♦ Illustrate the main types of hardware in information system, such as Input and Output device, System Unit and Storage devices.

- List people's privacy, security and ethics in society
- Interpret working principle of computer, internet applications in daily life

Capability:
- Develop buying or Upgrading plan for computers
- Design plan for protecting computer from virus and attacking
- Formulate secure password
- Use the computer techniques and tools (database, information system, internet) to solve problems
- Apply software operation skill including word, excel, PPT in daily study life
- Differentiate the application software and system software
- Analyze the social issues related with computing
- Demonstrate effective professional communication skills in computing area

Mindset:
- Map the integrity and objectivity in office workplace
- Formulate systematical and logical mind
- Develop consistent and accurate way to use computers
- Apply critical thinking in computing essentials

Teaching Methods

This course contains lectures, group discussions, brainstorming, case studies, role play, brochures, class debate, group homework, quizzes, presentation and exams. Textbook content will be introduced first. Then real case and practice questions will be delivered to students as a way to test their understanding of the knowledge. This will require individual or group assignment in or after class.

Grade Criterion

Component	Weight	Description
Final Report	20%	A cumulative final examination will be given based on all of the contents of the class. The exam paper may be composed of multiple-choice questions, short answer questions, essay questions. Students should rely primarily on homework assignments and class exercise as reference for exams.
Mid-term Test	20%	A cumulative midterm test will be given based on all of the contents that have been taught in class. The test paper may be mainly composed of multiple-choice questions and short answer questions. It should be completed within 30 minutes in class.
Homework & Quiz	20%	Most of the assigned homework is taken from the Exercises in the textbook. Assignments will be collected at the clearly stated date. Late assignments will not be accepted. In general, each assignment should be prepared in Office software as appropriate. Hand-written assignments will not be accepted. The graded assignments will be kept by instructor for reference and won't be returned to students.
Presentation	20%	1.25%: Contents (relevance, depth, quality, ideological and political element, practical business value) 2. 25%: Presentation Skill (logical, expressive, appealing, degree of

		reading from manuscripts or slides, preparation and attitude)
		3. 10%: Time management and Teamwork
		4. 10%: participation (make notes & comments for all groups)
		5. 10%: PPT making skill (Visually helpful)
		6. 10%: English fluency
Participation	10%	Individuals will be asked to participate individually in a question and answer at least 5 times during the semester. The performances should be counted in their participation.
Attendance	10%	Refer to attendance policy listed below
Total	100%	

Detailed Grade Computation

	Before Midterm	After Midterm
Attendance	5%	5%
Participation	5%	5%
Homework & Quiz	10%	10%
Presentation		20%
Mid-term Test	20%	
Final Report		20%
Total	40%	60%

Grading Policy

A+ 97-100	A 93-96	A- 90–92	B+ 87-89	B 83-86	B- 80–82
C+ 75-79	C 70-74	C- 67–69	D+ 63–66	D 62-60	F 0- 59

Exam Schedule

Midterm Test: November 1-5, 2021

Final Exam: January 10-14, 2021

Assessment of Student Performance

☞ *Self-Study and Reading ability Practice*

Instructor will give out the chapters or the reference books to read and use class hours to have discussion; students should be able to show a proactive attitude and ability for self-study and reading. Knowledge and oral English will be elements of homework or presentation score.

☞ *Homework*

Students should finish their homework by themselves. Copying from others will be treated as cheating and the homework scores will be lowered. Students should hand in all assignments on time. Late assignments will be accepted at the discretion of the instructor (i.e., when the student was ill or had an excused absence). Late assignments without reasonable proof will be reduced in score by 50%.

☞ *Attendance*

Because the course covers a great deal of material, attending every class session is very important for performing well.

♦ Being late for 15 minutes or more is considered an absence.

⋄ Five hours or above of unexcused absences will result in the lower level of the final grade by one grade band (e.g. from C – to D +). Any excused absence must be discussed directly with the teacher.

⋄ Absence which is more than 1/3 of the total teaching hours will cause an F (a failing grade) directly. but students are welcome to continue attending classes.

⋄ An incomplete grade (I) will be considered in case of medical or family emergencies.

☞ *Participation*

⋄ Students should participate in classes actively. Half of participation grade is determined by their presentation in class. They are encouraged to ask questions relevant to the subject and express their own opinions. Every student should respect the ideas, opinions, and questions of their classmates.

⋄ Students should also use office hours to ask questions or talk with the instructor for good communication and effective learning.

⋄ Frequent visiting the instructor and chatting in English during office hours is highly recommended.

⋄ Any misbehavior and non-class related activities in class will result in the lower level of the participation grade, including ringing cell phones.

⋄ All above behaviors will be solely evaluated by the instructor for scoring.

☞ *Textbook*

Students must bring the textbook to class.

Topical Course Outline

Week	Date	Topics	Homework
4	Sep, 28	— (Application and Interview for Class) ● Syllabus ● Chapter 1 • Information System • People • Software • Hardware • Data • Internet ● Exercises for Chapter 1	**Textbook Page 21:** Exercise 1-10 **Textbook Page 22:** Exercise all **Ideological and political education** Have a research of China CPU development status
5	Oct, 5	● National Day	
6	Oct, 12	● Chapter 2 • The Internet and the We • Internet Access • Web Utilities • Communication • Search Tools • Electronic Commerce • Cloud Computing • The Internet of Things ● Exercises for Chapter 2 ● Chapter 3 • Application Software • General-Purpose Applications • Specialized Applications • Mobile Apps • Software Suites ● Exercises for Chapter 3	**Textbook Page 51:** Exercise 1-10 **Textbook Page 52:** Exercise all **Textbook Page 79:** Exercise 1-10 **Textbook Page 80:** Exercise all **Ideological and political education** 1) Huawei 5G, China fiber penetration: world's number one 2) China e-payment, and delivery software

7	Oct, 19	● Chapter 4 　• System Software 　• Operating Systems 　• Mobile Operating Systems 　• Desktop Operating Systems 　• Utilities ● Exercises for Chapter 4 ● Chapter 5 　• System Unit 　• System Board 　• Microprocessor 　• Memory 　• Expansion Slots and Cards 　• Bus Lines 　• Ports 　• Power Supply 　• Electronic Data and Instructions ● Exercises for Chapter 5	**Textbook Page 103:** Exercise 1-10 **Textbook Page 104:** Exercise all **Textbook Page 129:** Exercise 1-10 **Textbook Page 130:** Exercise all
8	Oct, 26	● Chapter 6 　• What Is Input 　• Keyboard Entry 　• Pointing Devices 　• Scanning Devices 　• Image Capturing Devices 　• Audio-Input Devices 　• What Is Output 　• Monitors 　• Printers 　• Audio-Output Devices 　• Combination Input and Output 　• Devices 　• Ergonomics ● Exercises for Chapter 6 ● Chapter 7 　• Storage 　• Hard Disks 　• Solid-State Storage 　• Optical Discs 　• Cloud Storage 　• Mass Storage Devices ● Exercises for Chapter 7	**Textbook Page 159:** Exercise 1-10 **Textbook Page 160:** Exercise all **Textbook Page 180:** Exercise 1-3 **Textbook Page 181:** Exercise all
9	Nov, 2	● **Midterm Test (Mind map)**	——
10	Nov, 9	● Chapter 8 　• Communications 　• Communication Channels 　• Connection Devices 　• Data Transmission 　• Networks 　• Network Types 　• Network Architecture 　• Organizational Networks ● Exercises for Chapter 8 ● Chapter 9	**Textbook Page 209:** Exercise 1-10 **Textbook Page 210:** Exercise all **Textbook Page 238:** Exercise 1-10 **Textbook Page 239:** Exercise all **Ideological and political education**

		• People • Privacy • Security • Ethics ● Exercises for Chapter 9	1) Networking security technology 2)Spreading of rumor (Rumors stop at wise men.)
11	Nov, 16	**Report & Presentation**	
12	Nov, 23	**Report & Presentation**	

Note: All chapters and sections may leave for self-study, this is the students' duty to learn and understand, they may also be included in the quizzes or exams. A review in Chinese may be held during L.C. and O.H. in the semester.

Teacher's Office Hour

- The instructor's office hour is shown in the front of the office door.
- Students are suggested to use the instructor's office hour and learning center to ask questions or talk with the instructor once at least per week for good communication and effective learning, which is recorded in the students' participation.
- The time can be scheduled by instructors or students, or both.

Cheating and Plagiarism

Cheating is not tolerated. Any student caught cheating on a quiz; test or exam will be given a mark of zero (0) for the particular work. At the beginning of the semester the definition of plagiarism will be carefully explained, when any thoughts or writings of another person are used, they must be clearly identified (usually one uses quotation marks) and the source notes. **If any student is caught cheating on any homework assignment, the highest score the student can earn in that course is a "C".**

Important Dates

Sep.5	Registration (Sophomores，Juniors and Seniors)
Sep.6	Classes Begin (Sophomores，Juniors and Seniors)
Sep.10	Last Day to Drop or Add a Course (Sophomores，Juniors and Seniors)
Sep.18	Registration（Freshmen）
Sep.20-24	Entrance Education（Freshmen）
Sep.21	Mid-Autumn Festival
Sep.27	Classes Begin（Freshmen）
Oct.1	National Day
Nov.1–5	Midterm Test (tentative)
Jan.1, 2022	New Year's Day
Jan.1-4	Revision (Sophomores, Juniors and Seniors)
Jan.5-14	Final Exam Period (Sophomores, Juniors and Seniors)
Jan.10-14	Final Exam Period（Freshmen）
Jan.17	Winter Vacation Begins

Note: This syllabus is tentative and may be changed or modified throughout the semester. All students will be notified and a new syllabus will be given.

Instructor: ___Changjun Ru___   **Department Head:** ___Jingning Li___

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