Capital University of Economics and Business
Overseas Chinese College
Course Syllabus

Year and Semester	2018 Fall (September 24, 2018 - January 4, 2019)
Course Name	Introduction to Computer Technology
Course Code	MIS111
Course Type	☑ General Education (Required) ☐ General Education (Elective) ☐ Professional Course (Required) ☐ Professional Course (Elective) ☐ Basic Disciplinary Course
Course Credits	3
Course Hours	48
Prerequisites	None
Instructor	Skipper Smith
Contact Information	Office: C217 Tele: (010)83951082 Email: skippersmith66@gmail.com -must put MIS111Y0XNameID in subj
Office Hour	M: 10:00—12:00; TH: 10:00—12:00; F: 10:00—12:00;
Learning Centre	T: 18:00—20:00; W: 10:00—12:00
Grade/Section	2018 Y03 (ACCA1) & Y04 (ACCA2)
Course Time/Place	Y03 M: 8:00—9:50 / A104, TH: 13:30—14:20; Y04 T: 13:30—15:20 / A105, TH: 14:30—15:20.

Textbook

Timothy J., Linda I., Daniel A. O'Leary. *Computing Essentials 2017.* McGraw-Hill Education Press, New York, ISBN: 978-1-259-56365-2.

Course Description

This course is an introductory course in computational knowledge. It mainly introduces the 6 components of information system: People, Procedures, Software, Hardware, Data and Internet. Learning this course allows student to have a basic and complete knowledge of computers and information systems, and to fully integrate knowledge with real life. This course lays a solid foundation for students to further studying in IT area.

Student Learning Objectives

After completing this course, students will be able to:

- Understand the structure of information system (IT), including the role of 6 components and 12 related career.
- Understand the basic architecture and application of network, and be able to communicate effectively by using network.
- Understand the functions of 2 major types of software, application software and system software, and be able to use some of them for special area.
- Understand the main types of hardware in information system, and be able to identify and configure them. Such as Input and Output device, System Unit and Storage devices.

- Understanding people's privacy, security and ethics in society is to ensure the security of information system by regulations.
- Understand the storage structure of data and the type of database, and be able to use some popular database.
- Understanding 6 steps of system analysis and design, 6 steps of project development, and basic concept of information system will lay a solid foundation for future learning and social practice.
- Demonstrate the ability to communicate effectively, orally and in writing, individually and in teams.

Teaching Methods

This course contains online lectures, group discussions, homework, quizzes, presentation and final exam. 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 Exam	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	10%	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	10%	The students will be individual prepare a presentation. The topics can be selected from the textbook or lectures. Each student need to finish a PPT related to the topic which is given and hand in the related resources to the teacher before the presentation.
Participation	20%	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	20%	Refer to attendance policy listed below
Total	100%	

Detailed Grade Computation

	Before Midterm	After Midterm
Attendance	10%	10%
Participation	10%	10%
Homework & Quiz	10%	10%
Presentation		10%
Mid-term Test	10%	
Final exam		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 5-9, 2018;
Final Exam: January 7-11, 2019

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 by the next scheduled class 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. 25	— (Application and Interview for Class) ● Syllabus ● Chapter 1 • Information Systems • People • Software	——
	Sep. 27	● Chapter 1 • Hardware • Data • Internet ● Exercises for Chapter 1	**Textbook Page 21:** Exercise 1-10 **Textbook Page 22:** Exercise all
5	Oct. 2	— (National Day Holiday)	——
	Oct. 4	— (National Day Holiday)	——
6	Oct. 9	● Chapter 2 • The Internet and the We • Internet Access • Web Utilities • Communication • Search Tools	——
	Oct. 11	● Chapter 2 • Electronic Commerce • Cloud Computing • The Internet of Things ● Exercises for Chapter 2	**Textbook Page 55:** Exercise 1-10 **Textbook Page 56:** Exercise all
7	Oct. 16	● Chapter 3 • Application Software • General-Purpose Applications • Specialized Applications • Mobile Apps • Software Suites ● Exercises for Chapter 3	**Textbook Page 84:** Exercise 1-10 **Textbook Page 85:** Exercise all
	Oct. 18	● Chapter 4 • System Software • Operating Systems • Mobile Operating Systems • Desktop Operating Systems • Utilities ● Exercises for Chapter 4	**Textbook Page 110:** Exercise 1-10 **Textbook Page 111:** Exercise all

8	Oct. 23	● **Quiz** ● Chapter 5 • System Unit • System Board • Microprocessor • Memory • Expansion Slots and Cards • Bus Lines	——
	Oct. 25	● Chapter 5 • Ports • Power Supply • Electronic Data and Instructions ● Exercises for Chapter 5	**Textbook Page 136:** Exercise 1-10 **Textbook Page 137:** Exercise all
9	Oct. 30	● Chapter 6 • What Is Input • Keyboard Entry • Pointing Devices • Scanning Devices • Image Capturing Devices • Audio-Input Devices	——
	Nov. 1	● Chapter 6 • What Is Output • Monitors • Printers • Audio-Output Devices • Combination Input and Output • Devices • Ergonomics ● Exercises for Chapter 6 ● **Midterm Review**	**Textbook Page 168:** Exercise 1-10 **Textbook Page 169:** Exercise all
10	Nov. 6	● **Midterm Test** ● Chapter 7 • Storage • Hard Disks • Solid-State Storage • Optical Discs	——
	Nov. 8	● Chapter 7 • Cloud Storage • Mass Storage Devices ● Exercises for Chapter 7	**Textbook Page 190:** Exercise 1-3 **Textbook Page 191:** Exercise all **Textbook Page 192:** Exercise 1-6
11	Nov. 13	● Chapter 8 • Communications • Communication Channels • Connection Devices • Data Transmission	——
	Nov. 15	● Chapter 8 • Networks • Network Types • Network Architecture • Organizational Networks	**Textbook Page 218:** Exercise 1-10 **Textbook Page 219:** Exercise all

		● Exercises for Chapter 8	
12	Nov. 20	● Chapter 9 • People • Privacy	——
	Nov. 22	● Chapter 9 • Security • Ethics ● Exercises for Chapter 9	**Textbook Page 247:** Exercise 1-10 **Textbook Page 248:** Exercise all
13	Nov. 27	● Chapter 10 • Organizational Information Flow • Computer-Based Information Systems • Transaction Processing Systems • Management Information Systems	——
	Nov. 29	● Chapter 10 • Decision Support Systems • Executive Support Systems • Other Information Systems ● Exercises for Chapter 10	**Textbook Page 271:** Exercise 1-10 **Textbook Page 272:** Exercise all
14	Dec. 4	● Chapter 11 • Data • Data Organization • Databases • DBMS Structure	——
	Dec. 6	● Chapter 11 • Types of Databases • Database Uses and Issues ● Exercises for Chapter 11	**Textbook Page 297:** Exercise 1-10 **Textbook Page 298:** Exercise all
15	Dec. 11	● **Quiz** ● Chapter 12 • Systems Analysis and Design • Phase 1: Preliminary Investigation • Phase 2: Systems Analysis	——
	Dec. 13	● Chapter 12 • Phase 3: Systems Design • Phase 4: Systems Development • Phase 5: Systems Implementation • Phase 6: Systems Maintenance • Prototyping and Rapid Applications • Development ● Exercises for Chapter 12	**Textbook Page 323:** Exercise 1-10 **Textbook Page 324:** Exercise all
16	Dec. 18	● Chapter 13 • Programs and Programming • Step 1: Program Specification • Step 2: Program Design • Step 3: Program Code	——
	Dec. 20	● Chapter 13 • Step 4: Program Test • Step 5: Program Documentation • Step 6: Program Maintenance • CASE and OOP • Generations of Programming Languages ● Exercises for Chapter 13	**Textbook Page 356:** Exercise 1-10 **Textbook Page 357:** Exercise all

17	Dec. 25	Presentation I (2/3 students)	——
	Dec. 27	Presentation II (1/3 students)	——
18	Jan. 1	New Year's Day Holiday	——
	Jan. 3	Final Review	——
19	Jan7-11	Final Exam	——

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 hours are shown at 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

Fall Semester, 2018	**August 31, 2018— January 13, 2019**
Aug. 31	Registration
Sep.3	Classes Begin
Sep.7 – 20	Freshmen's Military Training
Sep.24	Classes Begin（Freshmen）
Sep.24	Mid-Autumn Festival (tentative)
Oct.1 – 5	National Day Holiday (tentative)
Nov. 5 – 9	Mid-term Test
Jan.1, 2019	New Year's Day Holiday (tentative)
Jan. 7 – 11	Final Exam Period
Jan.14	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: Skipper Smith **Department Head: Jingning Li**