Capital University of Economics and Business
Overseas Chinese College
Course Syllabus

Year and Semester	2023 Fall					
Course Name	Introduction to Computer Technology					
Course Code	MIS110					
Course Type	☐ General Education (Required) ☐ General Education (Elective) ☑ Basic Disciplinary Course ☐ Professional Course (Required) ☐Professional Course (Elective) ☐Professional Course (Expanded) ☐Professional Course (Advanced)					
Course Credits	1					
Course Hours	Total Class Hours	18	Lecture Hours	18	Experiment (Computer) Hours	0
Applicable object	☑ Freshman ☐ Sophomore ☐ Junior ☐Senior					
	☐ Business Administration (Accounting)					
	☐ Information Management and Information Systems (Finance)					
Prerequisites	None					
Instructor	Prof. Smith					
Contact Information	Office: C217					
	Tele: (010)83951082					
	Email: skippersmith66@gmail.com (all email correspondence must have in the Subject field: MIS110BA1 EnglishName ID reason)					
Office Hour	TBD					
Learning Centre	TBD					
Grade/Section	2023BA1					
Course Time/Place	Thu: 13:30 - 15:05 : A101					
Textbook	Timothy J., Linda I., Daniel A. O'Leary. *Computing Essentials 2017*. McGraw-Hill Education Press, New York, ISBN: 978-1-259-56365-2.					

Reference Book

Chandra S K , Press C .Essentials of Cloud Computing[M].CRC PR INC,2014.

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

On successful completion of this course, candidates should be able to:

Knowledge	◆ explain the basic concept of information systems (IT), including the role of 6 components and 12 related careers. ◆ describe the basic architecture and applications of a network, and be able to communicate effectively by using a network. ◆ identify the functions of 2 major types of software, application software and system software, and be able to use some of them for special area. ◆ illustrate how information systems can improve our lives.
Capability	◆ use computer techniques and tools to solve problems. ◆ analyze social issues related with information system ◆ apply information systems to optimize your daily work
Mindset	◆ establish integrity and objectivity in the workplace ◆ be logical, ethical, methodical, consistent and accurate ◆ apply critical thinking in the process of using IT

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 and practice problems. Students should rely primarily on homework assignments to give them a sense of what they may see for material on 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 it should be completed within 60 minutes in class.
Homework	10%	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. The graded assignments will be kept by the tutor for reference and won't be returned to students.

Quizzes	10%	There will be at least 2 quizzes during the semester. Quizzes may or may not be announced in advance. It may also be used as a way to check the attendance. Quizzes will test your knowledge of both concepts and the application of those concepts.
Presentation	20%	The students will be divided into several groups to prepare a presentation. Each student is required to be involved in the presentation. The topics can be selected from the textbook or lectures. Each group 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	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	5%	5%
Quizzes	5%	5%
Presentation		20%
Mid-Term Test	20%	
Final exam		20%
Total	40%	60%

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	Topics	Homework
4	— (Application and Interview for Class) ● Syllabus ● Chapter 1 • Information System • People • Software	——
	● Chapter 1 • Hardware • Data • Internet ● Exercises for Chapter 1	**Textbook Page 21:** Exercise 1-10 **Textbook Page 22:** Exercise all
5	● Chapter 2 • The Internet and the We • Internet Access • Web Utilities • Communication • Search Tools	——

	● 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
6	● 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
	● 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
7	● Chapter 5 • System Unit • System Board • Microprocessor	——
	• Memory • Expansion Slots and Cards • Bus Lines	
	● Chapter 5 • Ports • Power Supply • Electronic Data and Instructions ● Exercises for Chapter 5	**Textbook Page 136:** Exercise 1-10 **Textbook Page 137:** Exercise all
8	● **Midterm Test**	——
	● 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 ● **Midterm Review**	**Textbook Page 168:** Exercise 1-10 **Textbook Page 169:** Exercise all

	● Chapter 7 • Storage • Hard Disks • Solid-State Storage • Optical Discs	
9	● 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
10	● Chapter 8 • Communications • Communication Channels • Connection Devices • Data Transmission • Networks • Network Types • Network Architecture • Organizational Networks ● Exercises for Chapter 8	**Textbook Page 218:** Exercise 1-10 **Textbook Page 219:** Exercise all
11	● Chapter 9 • People • Privacy • Security • Ethics ● Exercises for Chapter 9	**Textbook Page 247:** Exercise 1-10 **Textbook Page 248:** Exercise all
12	Final Presentation	——

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

Midterm Test	**Week 8**
Final Exam	**Week 18 or 19（Refer to the notice of the Academic Affairs Office）**

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: Prof. Smith **Department Head: Prof. Li**

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