

- G. Types of information systems and their roles in business.
- H. Systems development life cycle.
- I. Organization and management of structured and unstructured data using spreadsheets and database tools.
- J. Practical exercises in electronic spreadsheet development.
- K. Practical exercises in using database software.
- L. Practical exercises in Internet technologies.
- M.

4. Methods of Instruction:

Distance Education:

5. Methods of Evaluation: Describe the general types of evaluations for this course and provide at least two, specific examples.

Typical classroom assessment techniques

Exams/Tests -- Midterm, Final

Quizzes -- Weekly Quizzes

Simulation -- Hands on use of Spreadsheet, Presentation, Browser Software.

Home Work -- Essay on lecture content.

Final Exam -- Cumulative assessment of topics covered.

Additional assessment information:

Evaluation will include hands-on projects and a combination of examinations, presentations, discussions, or problem-solving assignments.

Letter Grade or P/NP

6. Assignments: State the general types of assignments for this course under the following categories and provide at least two specific examples for each section.

A. Reading Assignments

Assigned readings from the textbook. For example:

1. Read Chapter 1, Introduction to Computers.
2. Read Chapter 2, The Internet and the World Wide Web.

B. Writing Assignments

Completion of case studies and web research and computer exercises. For example:

1. What is an information system? Write a 1 page essay.
2. Research computer security and post a description of your findings in Blackboard.

C. Other Assignments

Demonstrate basic knowledge of word processing, spreadsheets, databases, presentation, and browser software.

7. Required Materials

A. EXAMPLES of typical college-level textbooks (for degree-applicable courses) or other print materials.

Book #1:

Author: Evans, M
 Title: Technology In Action Complete
 Publisher: Pearson
 Date of Publication: 2017
 Edition: 13

Book #2:

Author: Adkins, H

