

CIS 120: Introduction to Computer Information Systems

Homework Assignment 1: Exploring Fundamental Concepts

Due Date: 09/03/2024 @ 11:59pm

Objective:

- Introduce students to basic concepts in computer information systems.
- Assess students' understanding of microcomputer software and its application in business and personal use.

Instructions:

- Answer all questions in complete sentences.
- Submit your assignment through Brightspace by the due date.
- Ensure that your name, course name, and assignment title are included in your submission.

Part 1: Short Answer Questions

1. What is a Computer Information System?
 - Define what a computer information system is and describe its importance in both business and individual use.
2. Identify Common Microcomputer Software:
 - List and describe at least three types of microcomputer software commonly used in business environments. Explain the purpose of each software type.
3. Explain the Role of Operating Systems:
 - What is an operating system? Provide examples of popular operating systems and discuss their role in managing computer hardware and software resources.
4. What is the Difference Between Hardware and Software?
 - Explain the difference between computer hardware and software, and provide examples of each.
5. Discuss the Importance of Data Management:
 - Why is data management important in computer information systems? Provide an example of how data management is used in a business setting.

Part 2: Practical Exercise

6. Explore a Microcomputer Software:
 - Choose a microcomputer software (e.g., Microsoft Word, Excel, or PowerPoint) and write a brief report (1-2 paragraphs) describing its main features and how it can be used in a business or personal context.

7. Create a Basic Document:

- Using the microcomputer software you selected in question 6, create a basic document (e.g., a letter, spreadsheet, or presentation). Save the document and submit it along with your homework assignment.

Part 3: Reflection

8. Reflect on the Role of Technology in Business:

- Write a short paragraph (4-5 sentences) reflecting on how technology has changed the way businesses operate. Include at least one example of how computer information systems have improved business efficiency.

Submission Guidelines:

- Save your work as a single document with the filename "LastName_CIS120_Homework1".
- Submit the document in PDF or Word format.
- Double-check that your answers are complete and that your practical exercise document is properly saved and submitted.

Grading Criteria:

- Accuracy: Correct and clear explanations of computer information systems concepts.
- Completeness: All parts of the assignment are completed as instructed.
- Presentation: Work is neatly organized and easy to read, with proper labeling and formatting.