



**STUDYDADDY**

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# CIS105

# INTRODUCTION TO ASSIGNMENTS

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Throughout this course, you will complete a series of four (4) graded assignments designed to help you develop your digital confidence, digital literacy, and problem solving skills. The nature of the assignments will coincide with the digital tools being taught in that portion of the course. In Week 3, you will be first selecting a problem to research online and find out more about. In Week 6, you will use Microsoft Word to propose a plan to solve your chosen problem. Next, in Week 8, you will use Microsoft Excel to map out the implementation steps, timeline, and costs involved in your plan. Finally, in Week 10, you will use Microsoft PowerPoint to present and showcase your plan and the entire process, including the evaluation phase.

**Note: You will use this same problem that you identify in Week 3 for all of the graded assignments within this course.**

We encourage you to think about an actual problem that you are currently dealing with and want to address as your selected problem. If you pick a real problem that is important to you, completing these challenges will help you immediately apply what you're learning in real life.

However, we also have provided a list of sample problems that you may select from or use as a resource in getting started.

## SAMPLE PROBLEMS FOR USE IN ASSIGNMENTS

A core component to working in different information systems is being able to solve problems when they come up. Throughout this course you will be asked to tackle a problem that is relevant to you using a simple problem-solving process. You will use this same problem in each of the four (4) assignments in this course, so choosing the right problem to focus on from the beginning is crucial to your success in the class.

To get you started here are a few sample problems for you to consider. You can select one of these or use a problem you are currently tackling in your life, in your job, or a well-known problem you have read or heard about and can research online.

## **OPTION #1: TIME MANAGEMENT**

One thing you quickly realize is that school is a huge time commitment. You want to figure out how to balance school, work, and family and manage the stress that can come from these demands.

What kind of plan can you put in place that will help you create balance in your life while allowing you to meet all of your responsibilities?

## **OPTION #2: STARTING YOUR OWN BUSINESS**

You are interested in starting your own business. You believe you have an idea that will work or a product that people are looking for. You have done some initial research online but haven't sat down to make a plan. You'd like to open your business within the year.

What steps do you need to take to get started?

## **OPTION #3: FINDING A NEW JOB**

You are ready to find a new job, but you aren't sure how to go about finding the right one.

What steps do you need to take to make sure you are aware of all of the possibilities that are out there for you?

## **OPTION #4: BUILDING A PROFESSIONAL PRESENCE ON SOCIAL MEDIA**

You know how important it is to be seen as a serious professional with many talents to offer. How do you begin to position yourself as a skilled professional on social media sites (i.e. Twitter, LinkedIn, Instagram) so that others can see who you are and what you offer?

## **OPTION #5: DEVELOPING YOUR SKILLS**

You are early in your desired career and while you like your job you'd like to find something that is more challenging/rewarding/higher salary pay. You have heard that many companies are looking for individuals with "soft skills" but you aren't exactly sure what that means or how to develop them.

What steps do you take to identify what the most important soft skills are and how to do you work to develop them so you can include them on your resume?

## **OPTION #6: MAKING A LARGE PURCHASE**

You are considering making a significant investment in life (car, house, etc.) but aren't sure if you are getting the best deal possible and paying for it in the best way.

What steps can you take to be sure you are making the right decision?

## **OPTION #7: PREPARING FOR AN INTERVIEW**

You recently applied for a position and were contacted for an interview. You haven't been to an interview in a number of years and aren't sure what to expect or how to prepare.

What steps do you take to get prepared and to have a better idea of what to expect?

## **OPTION #8: NEW CAREER PATH**

You are interested in pursuing a career in \_\_\_\_ but aren't exactly sure what specific area within that field you want to go in to. You know that it can be competitive and salaries can be lower than other fields.

Based on where you live and the work you want to do, which jobs or industry should you pursue?



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