

7. **Unit Assignments:** Students are required to submit for grading Unit Assignments in Units I, II, IV, V, and VI. Specific information and instructions regarding these assignments are provided below. Grading rubrics are included with each assignment. Specific information about accessing these rubrics is provided below.
8. **Ask the Professor:** This communication forum provides you with an opportunity to ask your professor general or course content related questions.
9. **Student Break Room:** This communication forum allows for casual conversation with your classmates.

CSU Online Library

The CSU Online Library is available to support your courses and programs. The online library includes databases, journals, e-books, and research guides. These resources are always accessible and can be reached through the library webpage. To access the library, log into the myCSU Student Portal, and click on "CSU Online Library." You can also access the CSU Online Library from the "My Library" button on the course menu for each course in Blackboard.

The CSU Online Library offers several reference services. E-mail (library@columbiasouthern.edu) and telephone (1.877.268.8046) assistance is available Monday – Thursday from 8 am to 5 pm and Friday from 8 am to 3 pm. The library's chat reference service, *Ask a Librarian*, is available 24/7; look for the chat box on the online library page.

Librarians can help you develop your research plan or assist you in finding relevant, appropriate, and timely information. Reference requests can include customized keyword search strategies, links to articles, database help, and other services.

Unit Assignments

Unit I Essay

Your paper should be at least three pages in length, double-spaced. Format your paper using APA style guidelines. Use your own words and include citations and references as needed to avoid plagiarism. You are required to use your textbook and another scholarly source as a reference. The title and reference pages do not count towards the minimum page requirement.

Your essay needs to address the following:

- Describe the advantages and disadvantages of magnetic storage, optical storage, and solid state storage using criteria such as versatility, durability, capacity, access time, and transfer rate.
- Briefly describe what a microprocessor is and explain its relationship to software.
- List the four types of memory and briefly describe how each one works.
- Describe the differences between a computer program, system software, operating system, and application software. Give examples of each type.
- Finally, wrap up your paper with a discussion on the significance of digitization and its impact on the digital revolution in reference to data representation, processing, and security.

The CSU Online Library is a great place to locate references. Access the library by logging into the myCSU Student Portal and clicking [here](#).

If you are not familiar with Columbia Southern University's Online Library, please visit the library guide for video tutorials.

Click [here](#) for the library guide web page.

Information about accessing the Blackboard Grading Rubric for this assignment is provided below.

Unit II PowerPoint Presentation

Create a PowerPoint presentation at least five slides in length identifying five different categories of application software. List a description of each type of software with advantages, disadvantages, and any security concerns for each.

You are required to have a title slide and reference slide; however, they do not count towards the minimum slide requirement. Citations and references should follow APA format style guidelines.