

The University of Texas at Tyler
Introduction to Information Systems Software
COSC 1307 Syllabus

Instructor	Dr. Stephen B. Rainwater
Course Number:	COSC 1307-063
Course Title:	Introduction to Information Systems Software
Course Description:	Students will become proficient in the use of common business-driven applications of a productivity suite like Microsoft Office. Applications covered include: word-processing, spreadsheets, database, and presentation software. MIS topics include: Business Intelligence, Ethics, E-Business, DSS, Enterprise Apps, Project Development, and Security
Pre-requisites:	None
Credits:	3
Text(s):	Access codes for electronic copies of the McGraw-Hill Lecture and Lab Texts may be purchased online via Connect and SIMnet Canvas links or from the UT Tyler Barnes and Noble Bookstore. There are no used materials; all class materials are online.
Software Used: (If applicable)	Microsoft Office 2021 or 365. Mac computer users will be required to locate a non-Mac system (PC) for Microsoft Access application lab projects. PC lab availability in COB 252 and 2 nd floor Muntz Library.
Topics (see attached weekly lecture and lab schedule):	<ul style="list-style-type: none"> • Computer Hardware, Software and MS Windows (non-Mac users) • Microsoft Office Suite 2021 or 365: Word, PowerPoint, Excel, and Access • Business documents, templates, MLA style, spreadsheet calculations, functions, charts, integration, database creation, queries, and reports, presentation software for live and kiosk-oriented distribution • Business processes, E-Business, Ethics, Information Security, Sustainable Technology, Business Intelligence, Enterprise Applications, Project Development and Management
Additional Materials:	<ul style="list-style-type: none"> • Reliable internet access for lecture and lab activities, research on computer purchase information, computer ethics, and other concepts • Webcam (for proctored Connect lecture exams)

Grading and Evaluation	
1. 40% - Lecture Exams (Connect)	2. 20% - SIMnet Lab Exams
3. 10% - Connect Chapter Reviews	4. 30% - SIMnet SIMpaths and Projects
Dr. Rainwater's Contact Information UT Tyler Email: srainwater@uttyler.edu All class communications should use Canvas Email Office Phone: 903-566-7403 Office: COB 315.03 Office Hours will be posted on Canvas and by appointment	
Consult the University of Texas at Tyler Academic Calendar for reference to the Census Date and last date to withdraw from classes this semester (October 30). <u>At least one graded activity must be completed by the Census Date</u> (September 1) in this on-line class to retain course enrollment.	

Course Objectives: By the end of this course students are expected:	
1.	To define and use components of computers.
2.	To navigate in and work with the MS Windows operating system.
3.	To demonstrate an understanding of information systems in business and organization environments including business intelligence, ethics, e-business, decision support systems, enterprise applications, project development and management, and security.
4.	To prepare a variety of documents using appropriate formatting. (Microsoft Word)
5.	To create worksheets for data analysis. (Microsoft Excel)
6.	To develop a relational database with tables, queries, forms, and reports. (MS Access)
7.	To design slide shows and professional presentations. (Microsoft PowerPoint)
8.	To integrate Microsoft Office applications.

Prepared By: S. Rainwater	Date: 8/21/23
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Plagiarism: Unless otherwise specified, all work submitted for a grade must be completed by yourself - no group effort. Plagiarism will result in disciplinary actions. To spare yourself accusations of plagiarism:

1. Do not show another student a copy of your work before it has been graded. The penalties for permitting your work to be copied are the same as the penalties for copying someone else's work.
2. Do not leave printouts of your work where other students may pick them up.

Accommodation of Disabilities: Any student in this course who has a disability that may prevent them from fully demonstrating his or her ability should contact me personally as soon as possible so we can discuss accommodations that might improve your educational experience.

Recording of Class Session(s)

Class sessions (for example, our course orientation via Zoom) may be recorded by the instructor for use by students enrolled in this course. Recordings that contain personally identifiable information or other information subject to FERPA shall not be shared with individuals not enrolled in this course unless appropriate consent is obtained from all relevant students. Class recordings are reserved only for the use of students enrolled in the course and only for educational purposes. Course recordings should not be shared outside of the course in any form without express permission.

LECTURE SCHEDULE – McGraw-Hill Connect SOFTWARE AND E-BOOK REQUIRED

Week 01: Orientation

Week 02: Appendix A: Hardware and Software Basics

Week 03: Chapter 1. Business Driven MIS

Week 04: Chapter 2. Value Driven Decisions in Business - Lecture Test 1 over Chapters 1, 2, and Appendix A

Week 05: Chapter 3. E-Business

Week 06: Chapter 4. Ethics, Information Security

Week 07: Lecture Test 2 over Chapters 3 and 4

Week 08: Chapter 5. Sustainable Infrastructures and Technology

Week 09: Chapter 6. Business Intelligence

Week 10: Chapter 7. Networks and Mobile Business - Lecture Test 3 over Chapters 5 - 7

Week 11: Chapter 8. Enterprise Applications

Week 12: Chapter 9. System Development and Project Management

Week 13: Lecture Test 4 over Chapters 8 and 9

Week 14: Completion of all remaining chapter reviews and lecture tests

Week 15: Final exam week – submission of any remaining Connect work by December 5

LAB SCHEDULE – M-H SIMnet SOFTWARE, E-BOOK, OFFICE 2021 or 365 REQUIRED

Week 01: Office 2021 and Windows 10/11

Week 02: Word 2021 Chapter 1: Creating and Editing Documents

Week 03: Word 2021 Chapter 2: Formatting and Customizing Documents

Week 04: Word 2021 Chapter 3: Working with Reports and Multipage Documents

Week 05: Word 2021 Chapter 4: Using Tables, Columns, and Graphics

Week 06: PowerPoint 2021 Chapter 1: Creating and Editing Presentations

Week 07: PowerPoint 2021 Chapter 2: Illustrating with Graphics

Week 08: PowerPoint 2021 Chapter 3: Delivery and using Slide Presentations

Week 09: Access 2021 Ch. 1: Creating a Database & Tables (Mac platforms do not have Access)

Week 10: Access 2021 Chapter 2: Database Queries, Sorts, Manipulation (no Access on Macs)

Week 11: Excel 2021 Chapter 1: Creating and Editing Workbooks

Week 12: Excel 2021 Chapter 2: Working with Formulas and Functions

Week 13: Excel 2021 Chapter 3: Creating and Editing Charts

Week 14: Excel 2021 Chapter 4: Import, Tables, Sort/Filter, Conditional Formats - submission of any remaining lab project work by December 1.

Week 15: Final exam week - completion of any remaining SIMnet lab exams by December 5

** Be sure to purchase the text/software bundle from the UT Tyler Barnes and Noble bookstore or directly from McGraw-Hill Publishing via your Canvas M-H Connect and SIMnet log-ins. Bundles secured from either source will include M-H Connect, SIMnet, electronic textbook (i.e., SIMnet SIMbooks), and all testing software. Purchasing course materials elsewhere will result in significantly higher costs for your course materials and/or likely incorrect course materials!

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**INTRODUCTION to INFORMATION SYSTEMS SOFTWARE
COSC 1307 LECTURE and LAB SCHEDULE - FALL 2023**

AUG	21	WEEK ONE LOG IN TO CANVAS REVIEW "START HERE" MODULE
	23 25	<i>Zoom Orientation</i> <i>Tuesday, August 22, 5:30 pm</i> SIMnet – MS Windows, Office, and File Management SIMpath
AUG	28	WEEK TWO Connect – Appendix A: HARDWARE and SOFTWARE BASICS
SEP	30 1	SIMnet – WORD 2021 CHAPTER 1 Creating and Editing Documents
SEP	4	WEEK THREE UT Tyler CLOSED FOR LABOR DAY
	6	Connect - CHAPTER 1 Business Driven MIS
	8	SIMnet – WORD 2021 CHAPTER 2 Formatting and Customizing Documents
SEP	11	WEEK FOUR Connect – CHAP. 2 Value Driven Business Decisions and Processes TAKE LECTURE TEST 1 THIS WEEK
	13 15	SIMnet – WORD 2021 CHAPTER 3 Collaboration and Reports
SEP	18	WEEK FIVE Connect – CHAP. 3 E-Business
	20 22	SIMnet – WORD 2021 CHAPTER 4 Tables, Columns, and Graphics TAKE SIMnet WORD LAB TEST
SEP	25	WEEK SIX Connect – CHAPTER 4 Ethics and Information Security
	27 29	SIMnet – PPT 2021 CHAPTER 1 Creating and Editing Presentations
OCT	2	WEEK SEVEN TAKE LECTURE TEST 2 THIS WEEK
	4 6	SIMnet – PPT 2021 CHAPTER 2 Illustrating with Graphics
OCT	9	WEEK EIGHT Connect – CHAPTER 5 Sustainable Technology
	11 13	SIMnet – PPT 2021 CHAPTER 3 Slide Presentations TAKE SIMnet POWERPOINT LAB TEST

OCT	16	WEEK NINE Connect – CHAPTER 6 Business Intelligence
	18 20	SIMnet – ACCESS 2021 CHAP. 1 Creating a Database and Tables
OCT	23	WEEK TEN Connect – CHAPTER 7 Networks: Mobile Business TAKE LECTURE TEST 3 THIS WEEK
	25 27	SIMnet – ACCESS 2021 CHAP. 2 Using Design View, Validation and Relationships
OCT	30	WEEK ELEVEN 10/30 - LAST DATE TO WITHDRAW FROM ANY CLASS Connect – CHAPTER 8 Business Communications
NOV	1 3	SIMnet – EXCEL 2021 CHAPTER 1 Creating and Editing Workbooks
NOV	6	WEEK TWELVE Connect – CHAPTER 9 Systems Development and Project Management: Corporate Responsibility
	8 10	SIMnet – EXCEL 2021 CHAPTER 2
NOV	13 15 17	WEEK THIRTEEN TAKE LECTURE TEST 4 WHEN READY SIMnet – EXCEL 2021 CHAPTER 3 Creating and Editing Charts
NOV	20 22 24	HAPPY THANKSGIVING! NO CLASSES NOV 20 - 24
		WEEK FOURTEEN LAST DAY TO SUBMIT ANY LAB WORK IS FRIDAY, DECEMBER 1ST
NOV DEC	27 29 1	SIMnet – EXCEL 2021 CHAPTER 4 Managing Data TAKE SIMnet EXCEL LAB TEST
DEC	4 5	WEEK FIFTEEN BE SURE ALL 4 Connect LECTURE TESTS AND ALL THREE SIMnet LAB EXAMS ARE COMPLETE BY TUESDAY, DEC. 5