

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

<b>Instructor</b>	Dr. Robert P. Schumaker
<b>Course Number:</b>	COSC 1307 INTERNET
<b>Course Title:</b>	Introduction to Information Systems Software
<b>Course Description:</b>	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.
<b>Pre-requisites:</b>	None
<b>Credits:</b>	3
<b>Text(s): Access codes for electronic copies of the McGraw-Hill Lecture and Lab Texts may be purchased online or from the UT Tyler Barnes and Noble Bookstore.</b>	
<b>Languages Used: (If applicable)</b>	Microsoft Office 2019 or 365. Mac computer users will have to locate a non-Mac system (PC) for Microsoft Access application projects.
<b>Topics:</b>	
<ul style="list-style-type: none"> <li>• Computer Hardware, Software, Windows 10 and Email Basics</li> <li>• Microsoft Office Suite 2019 – WORD, POWERPOINT, EXCEL AND ACCESS</li> <li>• Business documents, templates, MLA style, Spreadsheet calculations, functions, charts, integration, Database Creation, Queries, and Reports, Presentation software for live and kiosk distribution</li> <li>• Business processes, E-Business, Ethics, Information Security, Sustainable Technology, Business Intelligence, Enterprise Applications, Project Development and Management</li> </ul>	
<b>Additional Materials:</b>	<ul style="list-style-type: none"> <li>• Internet access for research on computer purchase information, computer ethics, and other concepts</li> <li>• USB storage device may be needed</li> </ul>

<b>Grading and Evaluation</b>	
1. 40 % - Lecture Exams (Connect)	2. 20% - SIMnet Lab Exams
3. 10% - Connect Chapter Reviews	4. 30% - SIMnet SIMpaths and Projects
<b>Dr. Schumaker's Contact Information</b> UT Tyler Email: <a href="mailto:rschumaker@uttyler.edu">rschumaker@uttyler.edu</a> Office: COB 315.05 Office Hours will be posted on Canvas and by appointment	
Consult the University of Texas at Tyler Academic Calendar at <a href="http://www.uttyler.edu">www.uttyler.edu</a> to find the last date to withdraw from classes this semester and the date for final exams for this class.	

<b>Course Objectives<sup>1</sup>: By the end of this course students are expected to:</b>	
1.	To define and use components of personal computers. [1,2,4]
2.	To know how to purchase, install, and maintain a personal computer. [1,2,3,4]
3.	To navigate and work with the Windows 10 Operating System. [1,3]
4.	To prepare a variety of documents and research papers using appropriate formatting. [1,2,3,4]
5.	To create worksheets for data analysis. [1,2,3,4]
6.	To develop a relational database with tables, queries, forms, reports. [1,2,3,4]
7.	To design slide shows and professional presentations. [1,2,3,4]
8.	To learn to read and send e-mail messages and work with Contacts. [1,2,3,4]
9.	To integrate Microsoft Office applications. [1,2,3,4]
10.	To demonstrate an overall knowledge of material covered in this course. [1,2,5]
11.	To express knowledge of lecture material that exceeds the textbook material. [1,2]
12.	To present your projects in class and explain how they were developed. [4]

<b>Relationship to Program Outcomes<sup>2</sup>: This course supports the following Computer Information Systems Program Outcomes, which state that our students at the time of graduation are expected to:</b>	
1.	Be prepared to contribute immediately as information systems professionals. [1-12]
2.	Be able to design and implement information systems that satisfy user requirements. [1-12]
3.	Possess a beginning knowledge of computer security & computer security management [1-3]
4.	Demonstrate effective written, visual, and oral communication skills. [4,5,6,7,8,9,10,11,12]
5.	Understand the global context in which computer information systems are practiced including: <ul style="list-style-type: none"> <li>a. Contemporary issues related to business and technology</li> <li>b. The impact of computers on society</li> <li>c. The role of ethics in the practice of information systems profession.[11]</li> </ul>
6.	Be able to contribute effectively as members of systems development teams. [1-12]
7.	Recognize the need to pursue continued learning throughout their professional careers.[1-12]
<sup>2</sup> Numbers in brackets refer to course objective(s) that address the Program Outcome.	

**LECTURE SCHEDULE – 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 and 2

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 & Mobile Business - Lecture Test 3 over Chapters 5-7

Week 11: Chapter 8. Enterprise Applications

Week 12: Chapter 9. System Development/Project Management  
Week 13: Lecture Test 4 over Chapters 8-9  
Week 14: Semester Review  
Week 15: FINAL EXAMS

LAB SCHEDULE – SIMNET SOFTWARE, E-BOOK, & OFFICE 2019/365 REQUIRED

Week 01: Office 2019 and Windows 10  
Week 02: Word 2019 Chapter 1: Creating and Editing Documents  
Week 03: Word 2019 Chapter 2: Formatting and Customizing Documents  
Week 04: Word 2019 Chapter 3: Working with Reports and Multipage Documents  
Week 05: Word 2019 Chapter 4: Using Tables, Columns, and Graphics  
Week 06: PowerPoint 2019 Chapter 1: Creating and Editing Presentations  
Week 07: PowerPoint 2019 Chapter 2: Illustrating with Graphics  
Week 08: PowerPoint 2019 Chapter 3: Delivery and using Slide Presentations  
Week 09: Access 2019 Ch. 1: Creating a Database & Tables (Mac platforms do not have Access)  
Week 10: Access 2019 Chapter 2: Database Queries, Sorts, Manipulation  
Week 11: Excel 2019 Chapter 1: Creating and Editing Workbooks  
Week 12: Excel 2019 Chapter 2: Working with Formulas and Functions  
Week 13: Excel 2019 Chapter 3: Creating and Editing Charts  
Week 14: Excel 2019 Chapter 4: Import, Tables, Sort/Filter, Conditional Formats  
Week 15: FINAL EXAMS

\*\* Be sure to purchase the text/software bundle from the UT Tyler Barnes and Noble bookstore or direct from McGraw-Hill Publisher. The UT Tyler bundle will include M-H Connect, SIMnet, and both electronic textbooks and all testing software. McGraw-Hill Publisher sells Connect and SIMnet materials individually from the Connect and SIMnet links. Purchasing text items elsewhere will result in significantly higher costs for your course materials or incorrect course materials!! \*\*