

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

<b>Instructor</b>	Professor Gigi Delk
<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):</b>	<b>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>Professor Delk's Contact Information</b> UTT Email: <a href="mailto:gdelk@uttyler.edu">gdelk@uttyler.edu</a> – <a href="#">Class communication should use Canvas Email</a> Cell Phone: 903-574-3787    Office: COB 315.01 Department Office Phone: 903-566-7403 Online 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.

Prepared By: S. Rainwater	Date: 1/11/21
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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 him or her 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.

## **Additional Syllabus Information**

### **Important Covid-19 Information for Classrooms and Laboratories**

Students are required to wear face masks covering their nose and mouth, and follow social distancing guidelines, at all times in public settings (including classrooms and laboratories), as specified by Procedures for Spring 2021 Return to Normal Operations. The UT Tyler community of Patriots views adoption of these practices consistent with its Honor Code and a sign of good citizenship and respectful care of fellow classmates, faculty, and staff.

Students who are feeling ill or experiencing symptoms such as sneezing, coughing, or a higher than normal temperature will be excused from class and should stay at home and may join the class remotely. Students who have difficulty adhering to the Covid-19 safety policies for health reasons are also encouraged to join the class remotely. Students needing additional accommodations may contact the Office of Student Accessibility and Resources at University Center 3150, or call (903) 566-7079 or email saroffice@uttyler.edu.

### **Recording of Class Sessions**

Class sessions 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.

### **16-Week 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!! \*\*