Instructor	Dr. Stephen B. Rainwater
Course Number:	COSC 1307 INTERNET
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 or from the UT Tyler Barnes and Noble Bookstore.	
Software Used: **(If applicable)**	Microsoft Office 2019 or 365. Mac computer users will have to locate a non-Mac system (PC) for Microsoft Access application projects. PC lab availability in COB 252 and the 2nd floor Muntz Library.
Topics (see attached daily lecture and lab schedule): - Computer Hardware, Software and Windows 10 - Microsoft Office Suite 2019 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 distribution - Business processes, E-Business, Ethics, Information Security, Sustainable Technology, Business Intelligence, Enterprise Applications, Project Development and Management	
Additional Materials:	- Reliable internet access for research on computer purchase information, computer ethics, and other concepts - USB storage device may be needed

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 Office Phone: 903-566-7089 Office: COB 315.01 Department Office Phone: 903-566-7403 Office Hours will be posted on Canvas and by appointment	
Consult the University of Texas at Tyler Academic Calendar at www.uttyler.edu to find the census date and last date to withdraw from classes this semester. At least one graded activity must be completed by the Census Date (July 8) 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 personal computers.
2.	To navigate in and work with the Windows 10 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 and research papers using appropriate formatting.
5.	To create worksheets for data analysis.
6.	To develop a relational database with tables, queries, forms, and reports.
7.	To design slide shows and professional presentations
8.	To integrate Microsoft Office applications.

Prepared By: S. Rainwater	Date: 7/5/22

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.

Important Covid-19 Information for Classrooms and Laboratories

Students are expected 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 current published Procedures for 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 (for example, 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.

SUMMER LECTURE SCHEDULE – M-H Connect SOFTWARE and E-BOOK REQUIRED.
Week 01: Orientation
        Appendix A – Hardware and Software Basics
        Chapter 1. Business Driven MIS
        Chapter 2. Value Driven Decisions in Business
        Lecture Test 1 over Chapters 1 and 2
Week 02: Chapter 3. E-Business
        Chapter 4. Ethics, Information Security
        Lecture Test 2 over Chapters 3 and 4
Week 03: Chapter 5. Sustainable Infrastructures and Technology
        Chapter 6. Business Intelligence
        Chapter 7. Networks & Mobile Business
        Lecture Test 3 over Chapters 5, 6 and 7
Week 04: Chapter 8. Enterprise Applications
        Chapter 9. System Development/Project Management
        Lecture Test 4 over Chapters 8 and 9
Week 05: Completion of any remaining Connect lecture review posttests and lecture exams

LAB SCHEDULE – SIMnet SOFTWARE, E-BOOK, and OFFICE 2019 or 365 REQUIRED
Week 01: Office 2019 and Windows 10
        Word 2019 Chapter 1: Creating and Editing Documents
        Word 2019 Chapter 2: Formatting and Customizing Documents
Week 02: Word 2019 Chapter 3: Working with Reports and Multipage Documents
        Word 2019 Chapter 4: Using Tables, Columns, and Graphics
Week 03: PowerPoint 2019 Chapter 1: Creating and Editing Presentations
        PowerPoint 2019 Chapter 2: Illustrating with Graphics
        PowerPoint 2019 Chapter 3: Delivery and using Slide Presentations
Week 04: Access 2019 Ch 1: Creating a Database and Tables (Mac systems do not have Access)
        Access 2019 Chapter 2: Database Queries, Sorts, Manipulation
        Excel 2019 Chapter 1: Creating and Editing Workbooks
Week 05: Excel 2019 Chapter 2: Working with Formulas and Functions
        Excel 2019 Chapter 3: Creating and Editing Charts
        Excel 2019 Chapter 4: Import, Tables, Sort/Filter, Conditional Formats
        Submission of all remaining SIMnet guided projects and lab exams

** 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 SIMnet log-in. The UT Tyler bundle will include M-H Connect, SIMnet, electronic textbooks and all testing software. McGraw-Hill Publishing 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 and/or likely incorrect course materials! **

INTRODUCTION to INFORMATION SYSTEMS SOFTWARE
SUMMER II 2022 INTERNET
COSC 1307 DAILY LECTURE AND LAB SCHEDULE
Everyone has a FREE 14-Day TRIAL of the Lecture and Lab Software

JULY	**5**	**WEEK ONE**
		Review START HERE module!
		COMPLETE M-H REGISTRATIONS – CLICK M-H CONNECT and M-H SIMnet in Canvas
		SIMnet – Office 2019/Windows 10
		NOTE: *SIMnet SIMpath Pre-Tests, Trainings, and Post-Tests EXPIRE after the due dates so don't miss these! These prepare you for the LAB EXAMS!*
		Connect Appendix A and CHAPTER 1 Business Driven MIS
		Complete the required *PRACTICE Reviews in Connect*
	6 7	**SIMnet – WORD 2019 CHAPTER 1** *Creating & Editing Documents*
		Connect – CHAPTER 2 – Value-Driven Decisions in Business *Complete Chapter Practice Review in Connect*
	8	**SIMnet – WORD 2019 CHAPTER 2** *Formatting and Customizing Documents*
		TAKE Connect LECTURE TEST 1 BY THIS WEEKEND
		Lecture tests are ALL taken in Connect. You MUST complete your Connect Practice Reviews before emailing me to request the Lecture Test Password!
		WEEKEND!!! ALWAYS A GOOD TIME TO CATCH UP OR GET AHEAD!!
JULY	**11**	**WEEK TWO**
	12	**Connect – CHAPTER 3 - E-Business** *Complete Chapter Practice Review in Connect*
		SIMnet – WORD 2019 CHAPTER 3 *Reports and Multipage Documents*
	13 14	**Connect – CHAPTER 4 - Ethics and Information Security** *Complete Chapter Practice Review in Connect*
		SIMnet – WORD 2019 CHAPTER 4 *Tables, Columns, & Graphics*
	15	**TAKE Connect LECTURE TEST 2 BY THIS WEEKEND**
		TAKE SIMnet WORD LAB TEST BY THIS WEEKEND
		25 Questions from SIMpaths
		Lab Tests are the red "tiles" in SIMnet. They are not password protected.
		WEEKEND!!! GOOD TIME TO CATCH UP OR GET AHEAD!!
		ARE YOU READING the DAILY INBOX messages and ANNOUNCEMENTS posted in CANVAS??

JULY	**18**	**WEEK THREE**
		Connect – CHAPTER 5 - Sustainable Infrastructures & Technology *Complete Chapter Practice Review in Connect*
		SIMnet – PPT 2019 CHAPTER 1 *Creating & Editing Presentations*
	19 20	**Connect – CHAPTER 6 - Business Intelligence** *Complete Chapter Practice Review in Connect*
		SIMnet – PPT 2019 CHAPTER 2 *Illustrating with Graphics*
	21 22	**Connect – CHAPTER 7 - Networks and Mobile Business** *Complete Chapter Practice Review in Connect*
		SIMnet – PPT 2019 CHAPTER 3 *Slide Presentations*
		WEEKEND!!! GOOD TIME TO CATCH UP OR GET AHEAD!!
JULY	**25**	**WEEK FOUR** **JULY 27 IS LAST DAY TO DROP**
		TAKE YOUR SIMnet POWERPOINT LAB EXAM AND
		Connect LECTURE TEST 3 TODAY
		Be sure to do your ACCESS SIMpaths – most students will need the Training
		SIMnet – ACCESS 2019 CHAPTER 1 **Creating a Database and Tables**
	26	**Connect – CHAPTER 8 - Enterprise Applications**
	27	**SIMnet – ACCESS 2019 CHAPTER 2** SimPath Only
		***TODAY JULY 27 IS LAST DAY TO DROP ***
	28 29	**Connect – CHAPTER 9 - System Development/Project Management** *Complete Chapter Practice Review in Connect*
		Be sure to do your EXCEL SIMpaths – most students will need the Training
		SIMnet – EXCEL 2019 CHAPTER 1 *Creating and Editing Workbooks*
		TAKE LECTURE TEST 4 when ready!
		WEEKEND!!! GOOD TIME TO CATCH UP OR GET AHEAD!!
AUG	**1**	**WEEK FIVE – LAST WEEK!**
		SIMnet – EXCEL 2019 CHAPTER 2 **Formulas and Functions**
	2	**SIMnet – EXCEL 2019 CHAPTER 3** **Creating and Editing Charts**
	3	**SIMnet – EXCEL 2019 CHAPTER 4** Imports, Tables, Sorts & Conditional Formatting
	4	**Be SURE you've taken Lecture Test 4!**
	5	**TAKE SIMnet EXCEL LAB Exam All Exams and Projects must be submitted by 10 PM, AUGUST 5th**
		TODAY IS THE LAST DAY TO TAKE ANY EXAM FOR THIS CLASS!!