

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

Instructor	Professor Gigi N. Delk
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 Lecture and Lab Texts may be purchased online or from the UT Tyler Bookstore.	
Languages Used: (If applicable)	Microsoft Office 2019 or 365.
Topics:	
<ul style="list-style-type: none"> • Computer Hardware, Software, Windows 10 and Email Basics • Microsoft Office Suite 2019 – 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:	<ul style="list-style-type: none"> • 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
Professor Delk's Contact Information UTT Email: gdelk@uttyler.edu Cell Phone: 903-574-3787 Office: COB 315 (by appt) 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 www.uttyler.edu to find the Last Date to withdraw from classes this semester and the date for Final Exams for this class	

Course Objectives¹: By the end of this course students are expected to:	
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]

Relationship to Program Outcomes²:	
This course supports the following Computer Information Systems Program Outcomes, which state that our students at the time of graduation are expected to:	
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"> a. Contemporary issues related to business and technology b. The impact of computers on society c. The role of ethics in the practice of information systems profession.[11]
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]
² Numbers in brackets refer to course objective(s) that address the Program Outcome.	

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.

** During SUMMER semesters, expect to complete 16 weeks of class work in about 5 weeks. That works out to about THREE (3) weeks of work for a 16 week semester for EACH week of the 5-week Summer semester.

16-Week LECTURE SCHEDULE – CONNECT SOFTWARE AND E-BOOK REQUIRED.

Week 01: Orientation

Week 02: Chapter 1. Business Driven MIS

Week 03: Chapter 2. Value Driven Decisions in Business

Week 04: 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

Week 11: Lecture Test 3 over Chapters 5-7

Week 12: Chapter 8. Enterprise Applications

Week 13: Chapter 9. System Development/Project Management

Week 14: Chapter 10. Semester Review

Week 15: Lecture Test 4 over Chapters 8-10

Week 16: 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 3: Creating and Editing Charts

Week 15: Excel 2019 Chapter 4: Import, Tables, Sort/Filter, Conditional Formats

Week 16: FINAL EXAMS

**** BE SURE TO PURCHASE THE TEXT/SOFTWARE BUNDLE FROM THE BOOKSTORE OR PUBLISHER. THIS BUNDLE WILL INCLUDE M-H CONNECT, SIMNET, AND BOTH ELECTRONIC TEXTBOOKS AND ALL TESTING SOFTWARE. INDIVIDUALLY**

PURCHASED TEXT ITEMS WILL RESULT IN SIGNIFICANTLY HIGHER COSTS FOR
YOUR COURSE MATERIALS!! **