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

Instructor	Professor Gigi 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 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 projects. PC lab availability in COB 252 and 2nd floor Muntz Library.
Topics (see attached daily lecture and lab schedule): • Computer Hardware, Software and Windows 10 or higher (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:	• 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
Professor Gigi Delk's Contact Information UT Tyler Email: gdelk@uttyler.edu All class communications should use Canvas Email Office Phone: 903-574-3787 Office: COB 315. 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. At least one graded activity must be completed by the Census Date (September 2) 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: Delk	Date: 5/26/23

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.

Recording of Class Session(s)

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 Sessions cover about THREE WEEKS of material for every week of the 5-week summer session.**

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: Semester Review
Week 15: FINAL EXAMS

LAB SCHEDULE – M-H SIMnet SOFTWARE, E-BOOK, OFFICE 2021 or 365 REQUIRED
Week 01: Office 2021 and Windows 10
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
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
Week 15: FINAL 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 Connect and SIMnet log-ins. Bundles secured from either source will include M-H Connect, SIMnet, electronic textbooks and all testing software. Purchasing course materials elsewhere will result in significantly higher costs for your course materials and/or likely incorrect course materials! **