

**The University of Texas at Tyler**  
**Bachelor of Science in Computer Information Systems**  
**COSC 1307 Syllabus**

<b>Instructor</b>	Gigi Delk
<b>Course Number:</b>	COSC 1307
<b>Course Title:</b>	Introduction to Information Systems Software
<b>Course Description:</b>	Students in this course will develop a proficiency in the use of the common applications of a productivity suite like Microsoft Office. Applications covered will include an overview of Operating Systems, Windows, word-processing, spreadsheets, database, presentations, E-mail and HTML. No prior computer experience is required.
<b>Pre-requisites:</b>	None
<b>Credits:</b>	3
<b>Text(s):</b>	This online course utilizes electronic textbooks. <b>Access codes for electronic copies of the Lecture &amp; Lab Texts may be purchased online or from the UT Bookstore.</b> <i>LAB : Nordell Microsoft® Office 2019</i> <i>LECTURE: Baltzan, M:INFO SYS 4e</i> <i>Connect Lecture Review &amp; Testing Software &amp; SimNet Lab Project &amp; Testing Software should be included in any Access Code bundle purchased online or from the bookstore!</i>
<b>Languages Used: (If applicable)</b>	Microsoft Office 2016 (Bundle provide free by UT Tyler)
<b>Topics Covered include but are not limited to:</b>	Business Driven MIS, Decision support systems, E-business, Ethics, Information Security, Infrastructures & sustainable technologies, business intelligence, Networks & Mobile business concerns, business communications, Enterprise Applications, Systems Development and Project Management Corporate Responsibility, Computer Hardware, Software & Email Basics, Windows 10 operating system basics, Microsoft Office 2019 Word (Business documents, templates, MLA & APA style), Excel ( Spreadsheet calculations, functions, charts, integration) Access (Creation, Queries, & Reports) and PowerPoint (Presentations )
<b>Additional Materials:</b>	<ul style="list-style-type: none"> <li>• Internet access for research on 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 & Projects
<b>Mrs. Delk's Contact Information</b> UTT Email: <a href="mailto:gdelk@uttyler.edu">gdelk@uttyler.edu</a> TJC Email: <a href="mailto:gdel@tjc.edu">gdel@tjc.edu</a> Mrs. Delk's Cell Phone: 903-574-3787 Office Hours will be posted on Blackboard & by appointment	
Please check the Academic Calendar at <a href="http://www.uttyler.edu">www.uttyler.edu</a> for last date to withdraw from class with an automatic "W" and for holiday and final exam dates.	

<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 integrate Microsoft Office applications. [1,2,3,4]
9.	To demonstrate an overall knowledge of material covered in this course. [1,2,5]
10.	To express knowledge of lecture material that exceeds the textbook material. [1,2]
11.	To present your projects in class and explain how they were developed. [4]

<b>Relationship to Program Outcomes: <sup>2</sup></b>	
<b>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.	

**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.

Prepared By: Gigi Delk	Date: 8/2019
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16 Week LECTURE SCHEDULE – CONNECT SOFTWARE & E-BOOK REQUIRED.

Week 01: Orientation

Week 02: Appendix A & Chapter One: Management information systems: business driven MIS

Week 03: Chapter Two: Decisions + processes: value driven business

Week 04: Testing

Week 05: Chapter Three: E-business: electronic business value

Week 06: Chapter Four: Ethics + information security: MIS business concerns

Week 07: Testing

Week 08: Chapter Five: Infrastructures: sustainable technologies

Week 09: Chapter Six: Data: business intelligence

Week 10: Chapter Seven: Networks: Mobile Business

Week 11: Testing

Week 12: Chapter Eight: Enterprise applications: business communications

Week 13: Chapter 8 and 9

Week 14: Chapter Nine: Systems Development and Project Management: Corporate

Week 15: Testing and Final Projects

Week 16: FINAL EXAMS

16 Week LAB SCHEDULE – SIMNET SOFTWARE, E-BOOK, & OFFICE 2013/365  
REQUIRED

Week 01: Office 2019 and Windows 10

Week 02: Word 2019 Ch 1: Creating and Editing Documents

Week 03: Word 2019 Ch 2: Formatting and Customizing Documents

Week 04: Word 2019 Ch 3: Working with Reports and Multipage Documents

Week 05: Word 2019 Ch 4: Using Tables, Columns, and Graphics

Week 06: PowerPoint 2019 Ch 1: Creating and Editing Presentations

Week 07: PowerPoint 2019 Ch 2: Illustrating with Graphics

Week 08: PowerPoint 2019 Ch 3: Delivery and using Slide Presentations

Week 09: Access 2019 Ch 1: Creating a Database and Tables

Week 10: Access 2019 Ch 2: Database Queries, Sorts, Manipulation

Week 11: Excel 2019 Ch 1: Creating and Editing Workbooks

Week 12: Excel 2019 Ch 2: Working with Formulas and Functions

Week 13: Excel 2019 Ch 3: Creating and Editing Charts

Week 14: Excel 2019 Ch 3: Creating and Editing Charts

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

Week 16: Finals

**\*\* PURCHASE THE TEXT/SOFTWARE BUNDLE FROM THE BOOKSTORE OR  
PUBLISHER\*\***