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

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 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 lab projects. PC lab availability in COB 252 and 2nd floor Muntz Library.
Topics (see attached weekly lecture and lab schedule): • Computer Hardware, Software and MS Windows (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 lecture and lab activities, research on computer purchase information, computer ethics, and other concepts • Webcam (for proctored Connect lecture exams)

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 All class communications should use Canvas Email Office Phone: 903-566-7403 Office: COB 315.03 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 (July 26). At least one graded activity must be completed by the Census Date (July 7) 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 MS Windows 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 using appropriate formatting. (Microsoft Word)
5.	To create worksheets for data analysis. (Microsoft Excel)
6.	To develop a relational database with tables, queries, forms, and reports. (MS Access)
7.	To design slide shows and professional presentations. (Microsoft PowerPoint)
8.	To integrate Microsoft Office applications.

Prepared By: S. Rainwater	Date: 7/3/23

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 them 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 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 2021 or 365 REQUIRED
Week 01: Office 2021 and Microsoft Windows
        Word 2021 Chapter 1: Creating and Editing Documents
        Word 2021 Chapter 2: Formatting and Customizing Documents
Week 02: Word 2021 Chapter 3: Working with Reports and Multipage Documents
        Word 2021 Chapter 4: Using Tables, Columns, and Graphics
Week 03: PowerPoint 2021 Chapter 1: Creating and Editing Presentations
        PowerPoint 2021 Chapter 2: Illustrating with Graphics
        PowerPoint 2021 Chapter 3: Delivery and using Slide Presentations
Week 04: Access 2021 Ch 1: Creating a Database and Tables (Mac systems do not have Access)
        Access 2021 Chapter 2: Database Queries, Sorts, Manipulation
        Excel 2021 Chapter 1: Creating and Editing Workbooks
Week 05: Excel 2021 Chapter 2: Working with Formulas and Functions
        Excel 2021 Chapter 3: Creating and Editing Charts
        Excel 2021 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 M-H Connect and SIMnet log-ins. Bundles secured from either source will include M-H Connect, SIMnet, electronic textbook (i.e., SIMnet SIMbooks), and all testing software. Purchasing course materials elsewhere will result in significantly higher costs for your course materials and/or likely incorrect course materials! **