The University of Texas at Tyler
Introduction to Information Systems Software
COSC 1307 Syllabus – Spring 2023

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 Windows 10 (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 (March 23). At least one graded activity must be completed by the Census Date (January 23) 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 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: 1/9/23

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.

COVID etc. Guidance

It is important to take the necessary precautions to ensure a healthy and successful year. UT Tyler continues to urge you to protect yourselves against the flu, COVID and any new threats that may be developing. Be diligent about preventive measures such as washing hands, covering sneezes/coughs, social distancing, and vaccinations, which have proven to be successful in slowing the spread of viruses. Encourage those who don't feel well to stay home, and if they show symptoms, ask them to get tested for the flu or COVID. Self-isolation is important to reduce exposure. Please work with your faculty members to maintain coursework and please consult existing campus resources for support.

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: Completion of all remaining chapter reviews and lecture tests
Week 15: Final exam week – submission of any remaining Connect work by December 7

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 (no Access on Macs)
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 - submission of any remaining lab project work by December 2
Week 15: Final exam week - completion of any remaining SIMnet lab exams by December 7

** 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 (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! **

UT TYLER – INTRODUCTO to INFORMATION SYSTEMS SOFTWARE
COSC 1307 LECTURE & LAB SCHEDULE – SPRING 2023

JAN	9	**WEEK ONE** **LOG IN TO CANVAS** **REVIEW GETTING STARTED MODULE**
	11 13	*ZOOM ORIENTATION* *Friday, January 13th, 6:00pm* **SIMnet – OFFICE 2021 SIMpath**
JAN	16	**WEEK TWO** *Campus closed Monday for MLK Holiday*
	18	**CONNECT – Appendix A:** **HARDWARE & SOFTWARE BASICS**
	20	**SIMnet – WORD 2021 CH 1** **Creating & Editing Documents**
JAN	23	**WEEK THREE** **Chap. 1 - Business Driven MIS**
	25 27	**SIMnet – WORD 2021 CHAP. 2** **Formatting & Customizing Documents**
JAN	30	**WEEK FOUR** **CONNECT – CHAP. 2 Value Driven Business Decisions and Processes** **TAKE LECTURE TEST 1 THIS WEEK**
FEB	1 3	**SIMnet – WORD 2021 CH 3** **Collaboration and Reports**
FEB	6	**WEEK FIVE** **CONNECT– CHAP 3 E-business**
	8 10	**SIMnet – WORD 2021 CHAP. 4** **Tables, Columns, & Graphics** *TAKE SIMnet WORD LAB TEST*
FEB	13	**WEEK SIX** **CONNECT – CHAP. 4 Ethics and Information Security**
	15 17	**SIMnet – PPT 2021 CHAPTER 1** **Creating and Editing Presentations**
FEB	20	**WEEK SEVEN** **TAKE LECTURE TEST 2 THIS WEEK**
	22 24	**SIMnet – PPT 2021 CHAPTER 2** **Illustrating with Graphics**
FEB	27	**WEEK EIGHT** **CONNECT – CHAPTER 5** **Sustainable Technology**
MAR	1 3	**SIMnet – PPT 2021 CHAP. 3** **Slide Presentations** *TAKE SIMnet POWERPOINT LAB TEST*
MAR	6	**WEEK NINE** **CONNECT – CHAPTER 6** **Business Intelligence**
	8 10	**SIMnet – ACCESS 2021 CH 1** **Creating a Database & Tables**
		SPRING BREAK *MARCH 13 - 18*
MAR	20	**WEEK TEN** **CONNECT – CHAP. 7 Networks: Mobile Business** **TAKE LECTURE TEST 3 THIS WEEK**
	22 24	*3/23 - LAST DATE TO WITHDRAW FROM ANY CLASS* **SIMnet – ACCESS 2021 CH 2 Using Design View, Validation and Relationships**
MAR	27	**WEEK ELEVEN** **CONNECT – CHAP. 8** **Business Communication**
	29 31	**SIMnet – EXCEL 2021 CH 1** **Creating & Editing Workbooks**
APR	3	**WEEK TWELVE** **CONNECT – CHAPTER 9 Systems Development and Project Management: Corporate Responsibility**
APR	5 7	**SIMnet – EXCEL 2021 CHAP. 2** **Formulas & Functions**
APR	10	**WEEK THIRTEEN** **TAKE LECTURE TEST 4 THIS WEEK**
	12 14	**SIMnet – EXCEL 2021 CHAP. 3** **Creating and Editing Charts**
APR	17 19 21	**WEEK FOURTEEN** **SIMnet – EXCEL 2021 CH 4** **Imports, Tables, Sort/Filter, and Conditional Formatting** *TAKE SIMnet EXCEL LAB TEST* *LAST DAY TO SUBMIT ANY LAB WORK IS FRIDAY, APRIL 21ST*
APR	24 26	**WEEK FIFTEEN** *FINAL EXAM WEEK* *LAST DAY TO TAKE ANY EXAM FOR THIS CLASS IS WEDNESDAY, APRIL 26th!*