### Instructor
Chris Shaw

### 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, & Security

### Pre-requisites:
None

### Credits:
3

### Text(s):
Access codes for electronic copies of the Lecture & Lab Texts may be purchased online or from the UT Bookstore.

**LAB**: Nordell Microsoft® Office 2019: In Practice Access Code

**LECTURE**: Baltzan, M: Information Systems Access Code

### Languages Used:
Microsoft Office 2019 or 365.

### Topics:
- Computer Hardware, Software, Windows 10 & Email Basics
- Microsoft Office Suite 2019 – WORD, POWERPOINT, EXCEL AND ACCESS
- Business documents, templates, MLA style, Spreadsheet calculations, functions, charts, integration, Database Creation, Queries, & Reports, Presentation software for live & kiosk distribution

### Additional Materials:
- Internet access for research on computer purchase information, computer ethics, and other concepts
- USB storage device may be needed

### Grading and Evaluation

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<thead>
<tr>
<th>Percentage</th>
<th>Description</th>
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<tbody>
<tr>
<td>40%</td>
<td>Lecture Exams (Connect)</td>
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<tr>
<td>20%</td>
<td>SimNet Lab Exams</td>
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<td>10%</td>
<td>Connect Chapter Reviews</td>
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<tr>
<td>30%</td>
<td>SimNet SimPaths &amp; Projects</td>
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### Mr. Shaw’s Contact Information
- UTT Email: cshaw@uttyler.edu
- TJC Email: csha@tjc.edu

Office Hours will be posted on Canvas & by appointment

Final Exams for this class must be finished by December 12th.

The last date to withdraw from Fall classes with an automatic “W” is Monday, November 4th.

### Course Objectives:
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 XP 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 Outcomes:**

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:
   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]

2Numbers 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.
16-Week LECTURE SCHEDULE – CONNECT SOFTWARE & 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 & 2
Week 05: Chapter 3. E-Business
Week 06: Chapter 4. Ethics, Information Security
Week 07: Lecture Test 2 over Chapters 3 & 4
Week 08: Chapter 5. Sustainable Infrastructures & 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 8
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 & Tables (Mac platforms do not have Access)
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

** BE SURE TO PURCHASE THE TEXT/SOFTWARE BUNDLE FROM THE BOOKSTORE OR PUBLISHER. THIS BUNDLE WILL INCLUDE CONNECT, SIMNET, AND BOTH ELECTRONIC TEXTBOOKS AND ALL TESTING SOFTWARE. INDIVIDUALLY PURCHASED TEXT ITEMS WILL RESULT IN SIGNIFICANTLY HIGHER COSTS FOR YOUR COURSE MATERIALS!! **