

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

Instructor	Dr. Stephen B. Rainwater
Course Number:	COSC 1307-062
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 2 nd floor Muntz Library.
Topics (see attached weekly lecture and lab schedule):	<ul style="list-style-type: none"> • 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:	<ul style="list-style-type: none"> • 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 25). <u>At least one graded activity must be completed by the Census Date (January 29) in this on-line class to retain course enrollment.</u>	

Course Objectives: By the end of this course students are expected:	
1.	To define and use components of 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: 1/09/24
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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, our 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.

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 5

LAB SCHEDULE – M-H SIMnet SOFTWARE, E-BOOK, OFFICE 2021 or 365 REQUIRED

Week 01: Office 2021 and Windows 10/11

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 1.

Week 15: Final exam week - completion of any remaining SIMnet lab exams by December 5

** 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!

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**INFORMATION to SYSTEMS SOFTWARE
COSC 1307 LECTURE and LAB SCHEDULE - SPRING 2024**

JAN	15	WEEK ONE LOG IN TO CANVAS REVIEW GETTING STARTED MODULE <i>Campus closed Monday for MLK Holiday</i>
	17	ZOOM ORIENTATION <i>TBA in Class Announcements</i>
	19	SIMnet – OFFICE 2021 SIMpath
JAN	22	WEEK TWO Connect – Appendix A: HARDWARE & SOFTWARE BASICS
	24	Always complete the required Connect Review Questions for each chapter
	26	SIMnet – WORD 2021 CH 1 Creating and Editing Documents
JAN	29	WEEK THREE Chap. 1 - Business Driven MIS
FEB	31 2	SIMnet – WORD 2021 CH 2 Formatting and Customizing Documents
FEB	5	WEEK FOUR Connect – CHAP. 2 Value Driven Business Decisions Processes TAKE LECTURE TEST 1 THIS WEEK
	7 9	SIMnet – WORD 2021 CH 3 Collaboration and Reports
FEB	12	WEEK FIVE Connect – CHAP 3 E-business
	14 16	SIMnet – WORD 2021 CH 4 Tables, Columns, and Graphics TAKE SIMnet WORD LAB TEST
FEB	19	WEEK SIX Connect – CHAPTER 4 Ethics and Information Security
	21 23	SIMnet – PPT 2021 CHAPTER 1 Creating and Editing Presentations
FEB	26	WEEK SEVEN TAKE LECTURE TEST 2 THIS WEEK
MAR	28 1	SIMnet – PPT 2021 CHAPTER 2 Illustrating with Graphics
MAR	4	WEEK EIGHT Connect – CHAPTER 5 Sustainable Technology
	6 8	SIMnet – PPT 2021 CHAP. 3 Slide Presentations TAKE POWERPOINT SIMnet LAB TEST

		SPRING BREAK MARCH 11 - 15
MAR	18	WEEK NINE MID-TERM WEEK Connect – CHAP. 6 Business Intelligence
	20 22	SIMnet – ACCESS 2021 CH 1 Creating a Database and Tables
MAR	25	WEEK TEN 3/25 - LAST DATE TO WITHDRAW FROM ANY CLASS Connect – CHAP. 7 Networks: Mobile Business TAKE LECTURE TEST 3 THIS WEEK
	27 29	SIMnet – ACCESS 2021 CH 2 Using Design View, Validation and Relationships
		<i>Happy Easter!</i>
APR	1	WEEK ELEVEN Connect – CHAPTER 8 Business Communication
	3 5	SIMnet – EXCEL 2021 CH 1 Creating and Editing Workbooks
APR	8	WEEK TWELVE Connect – CHAPTER 9 Systems Development and Project Management
APR	10 12	SIMnet – EXCEL 2021 CHAP 2 Formulas & Functions
APR	15	WEEK THIRTEEN TAKE LECTURE TEST 4 THIS WEEK
	17 19	SIMnet – EXCEL 2021 CH 3 Creating and Editing Charts
APR	22 24 26	WEEK FOURTEEN SIMnet – EXCEL 2021 CH 4 Imports, Tables, Sort/Filter and Conditional Formatting TAKE SIMnet EXCEL LAB TEST <i>LAST DAY TO SUBMIT ANY LAB WORK IS FRIDAY, APRIL 26th</i>
APR	29	WEEK FIFTEEN FINAL WEEK
MAY	1	LAST DAY TO TAKE ANY EXAM FOR THIS CLASS IS WEDNESDAY, MAY 1

UNIVERSITY POLICIES AND ADDITIONAL INFORMATION THAT MUST APPEAR IN EACH COURSE SYLLABUS

UT Tyler Honor Code

Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do.

Students Rights and Responsibilities

To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link:

<http://www.uttyler.edu/wellness/rightsresponsibilities.php>

Campus Carry

We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at

<http://www.uttyler.edu/about/campus-carry/index.php>

UT Tyler a Tobacco-Free University

All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors.

Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products.

There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessation programs please visit www.uttyler.edu/tobacco-free.

Grade Replacement/Forgiveness and Census Date Policies

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or at <http://www.uttyler.edu/registrar>. Each semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The Census Date is the deadline for many forms and enrollment actions of which students need to be aware. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- Schedule adjustments (section changes, adding a new class, dropping without a "W" grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waivers through Financial Aid

State-Mandated Course Drop Policy

Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date).

Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

Disability/Accessibility Services

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Texas at Tyler offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including a non-visible diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to visit

<https://hood.accessiblelearning.com/UTTyler> and fill out the New Student application. The Student Accessibility and Resources (SAR) office will contact you when your application has been submitted and an appointment with Cynthia Lowery, Assistant Director of Student Services/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at <http://www.uttyler.edu/disabilityservices>, the SAR office located in the University Center, # 3150 or call 903.566.7079.

Student Absence due to Religious Observance

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

Student Absence for University-Sponsored Events and Activities

If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

Social Security and FERPA Statement

It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

Emergency Exits and Evacuation

Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

Student Standards of Academic Conduct

Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

- i. "Cheating" includes, but is not limited to:
 - copying from another student's test paper;
 - using, during a test, materials not authorized by the person giving the test;
 - failure to comply with instructions given by the person administering the test;
 - possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed "crib notes". The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
 - using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
 - collaborating with or seeking aid from another student during a test or other assignment without authority;
 - discussing the contents of an examination with another student who will take the examination;
 - divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructors has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
 - substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
 - paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, home solution or computer program;
 - falsifying research data, laboratory reports, and/or other academic work offered for credit;
 - taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and
 - misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.
- ii. "Plagiarism" includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another's work and the submission of it as one's own academic work offered for credit.
- iii. "Collusion" includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.
- iv. All written work that is submitted will be subject to review by plagiarism software.

UT Tyler Resources for Students

- [UT Tyler Writing Center](mailto:writingcenter@uttyler.edu) (903.565.5995), writingcenter@uttyler.edu
- [UT Tyler Tutoring Center](mailto:tutoring@uttyler.edu) (903.565.5964), tutoring@uttyler.edu
- The Mathematics Learning Center, RBN 4021, this is the open access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses.
- [UT Tyler Counseling Center](mailto:uttyler@uttyler.edu) (903.566.7254)