Carolyn Tang Kmet
872-228-5638, ctang@luc.edu
Maguire Hall, Room 460
1 East Pearson, Chicago, IL 60611

**Office Hours:**
Wednesday 11:30a-3:30p

**Additional HW-related TA office hours**
Corboy 810 with Robin Krc
Tuesday 11:30a-1:50p
Thursday 4:00p-6:30p

**INFS247 (Section 103) Business Information Systems, Spring 2013**
**M/W/F 10:25 - 11:15, Maguire L14**

**Catalog Description**
- This class focuses on how businesses use information technology to support their business processes. In addition to learning about the purpose and composition of information systems and the ways various areas of business use information, students will receive hands-on experience developing business applications with Microsoft Excel and Microsoft Access.

**Course Overview**
- This course includes lectures, homework assignments, quizzes and tests.

**Course Objectives and Learning Outcomes**
- Understanding of the use of information technology in support of business processes
- Proficiency in developing business spreadsheet and database applications.

**Textbooks**
- Parsons-Oja-Ageloff-Carey: "New Perspectives on Microsoft Excel 2010 - Comprehensive", Publisher: Thomson/Course Technology

**Course Requirements and Grading Criteria**

<table>
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<tr>
<th>Requirement</th>
<th>Points</th>
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<tr>
<td>Homework Assignments</td>
<td>80 pts</td>
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<tr>
<td>Quizzes</td>
<td>90 pts</td>
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<tr>
<td>Midterm Exam</td>
<td>80 pts</td>
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<tr>
<td>Final Exam</td>
<td>100 pts</td>
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<td>Total</td>
<td>350 pts</td>
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Course Grading Scale
A  above 321
A–  above 314 to 321
B+  above 307 to 314
B  above 286 to 307
B–  above 279 to 286
C+  above 272 to 279
C  above 245 to 272
C–  above 220 to 245
D+  above 210 to 220
D  above 200 to 210
F  0 to 200

HW Assignment Submission:
Each HW assignment is worth 10 points. There are ten HW assignments. The two HW assignments with the lowest grades will be dropped from the final score. HW assignments are due before midnight on the due date. All HW assignments must be submitted via Blackboard. **YOU CANNOT SHARE ANY PART OF YOUR HW FILES WITH ANY OTHER STUDENT. EVERY STUDENT MUST WORK INDIVIDUALLY ON THEIR OWN FILES. ANY INSTANCE OF SHARING OF HW FILES (OR ANY PARTS OF HW FILES) WILL BE GROUNDS FOR SERIOUS DISIPLINARY ACTION AGAINST ALL PARTIES INVOLVED.**
Late submission policy: no late assignments accepted.

Additional notes:
- Check your grades often in the grade book on Blackboard.
- Office hours’ visits are encouraged and welcomed. Stop by as many times as you wish. If you are experiencing any problems do not hesitate to come to the office hours (or schedule an appointment). Also, feel free to visit during office hours to get advice on follow up classes, discuss career choices, or simply introduce yourself.
- Before you start with any HW assignment, first download all the necessary files onto your computer or flash drive (do not open the files directly from the Blackboard site).
- Use e-mail judiciously (in general, e-mail is to be used for short messages, such as scheduling an appointment or requesting clearing of inadvertently submitted files). If you need concrete help with a HW assignment, please come to the office hours.

Final Exam:  Monday, April 28th, 2013, 9:00-11:00 a.m., Maguire L14
Quinlan School of Business Policies:

**Attendance**
Class attendance and participation are fundamental components of learning, so punctual attendance at all classes, for the full class meeting period, is expected of Quinlan students.

**Make-Up Examinations**
Loyola University academic policy provides that tests or examinations may be given during the semester or summer sessions as often as deemed advisable by the instructor. Because Quinlan faculty believe examinations represent a critical component of student learning, required examinations should be taken during the regularly scheduled class period. **Make-up examinations are discouraged.** Exceptions may be granted only by the faculty member or department chair, and only for unavoidable circumstances (illness verified by a signed physician’s note, participation in intercollegiate athletic events, subpoenas, jury duty, military service, bereavement, or religious observance). A make-up final examination may be scheduled only with the permission of the appropriate Quinlan Assistant or Associate Dean.
For a student with a documented special testing need, please consult University policy concerning use of the testing center in Sullivan Center at Lake Shore Campus.

**Academic Integrity**
All members of the Quinlan School shall refrain from academic dishonesty and misconduct in all forms, including plagiarism, cheating, misrepresentation, fabrication, and falsehood. Plagiarism or cheating on the part of the student in individual or group academic work or in examination behavior will result minimally in the instructor assigning the grade of “F” for the assignment or examination. In addition, all instances of academic dishonesty must be reported to the chairperson of the department involved.
For further information about expectations for academic integrity and sanctions for violations, consult the complete Quinlan School of Business Honor Code and Statement of Academic Integrity on the Quinlan website:  

**Notes:**
This class may occasionally deviate from the stated course outline below. The instructor reserves the right to make changes as needed to the course syllabus. Any issue that is not described in this syllabus will be resolved at the sole discretion of the instructor.

**Mark Your Calendar:**
University Spring Career Fair  
Tuesday, February 26, 2013  
12 pm - 4 pm  
Gentile Arena
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<thead>
<tr>
<th>Week No</th>
<th>Date</th>
<th>Exams &amp; Quizzes</th>
<th>Business Driven Technology (BDT Book) Lectures</th>
<th>Tool Lectures</th>
<th>DUE</th>
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<tr>
<td>WEEK 1</td>
<td>Week of 14-Jan</td>
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<td>Chapters 1, 2</td>
<td>Excel Tutorial 1, 2</td>
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<td>WEEK 2</td>
<td>Week of 21-Jan</td>
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<td>Chapters 2, 3</td>
<td>Excel Tutorial 3, 4</td>
<td>HW 1, Due Friday</td>
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<td>WEEK 3</td>
<td>Week of 28-Jan</td>
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<td>Chapters 3, 4, 5</td>
<td>Excel Tutorial 5, 6</td>
<td>HW 2, Due Friday</td>
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<td>WEEK 4</td>
<td>Week of 04-Feb</td>
<td>Quiz 1 (Monday)</td>
<td>Chapter 6</td>
<td>Excel Tutorial 7, 8</td>
<td>HW 3, Due Friday</td>
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<td>WEEK 5</td>
<td>Week of 11-Feb</td>
<td>Chapter 6, Chapter 7 (and other related supplements)</td>
<td>Excel Tutorial 9, 10, 11</td>
<td>HW 4, Due Friday</td>
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<td>WEEK 6</td>
<td>Week of 18-Feb</td>
<td>Chapter 7 (and other related supplements)</td>
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<td>HW 5, Due Friday</td>
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<td>WEEK 7</td>
<td>Week of 25-Feb</td>
<td>Midterm Exam (Monday)</td>
<td>Chapter 7 (and other related supplements)</td>
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<td>WEEK 8</td>
<td>Week of 04-Mar</td>
<td>N O   C L A S S E S – S P R I N G   B R E A K</td>
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<td>WEEK 9</td>
<td>Week of 11-Mar</td>
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<td>Chapter 7 (and other related supplements)</td>
<td>Introductory MS Access Lecture (HW6 Overview)</td>
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<td>WEEK 10</td>
<td>Week of 18-Mar</td>
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<td>Chapter 7 (and other related supplements), Chapter 8</td>
<td>Additional MS Access Lecture (HW7 Overview)</td>
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<td>WEEK 11</td>
<td>Week of 25-Mar</td>
<td>Quiz 2 (Monday)</td>
<td>Chapters 8, 9</td>
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<td>WEEK 12</td>
<td>Week of 01-Apr</td>
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<td>Chapters 10, 11, 12</td>
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<td>WEEK 13</td>
<td>Week of 08-Apr</td>
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<td>Chapters 12, 14</td>
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<td>WEEK 14</td>
<td>Week of 15-Apr</td>
<td>Quiz 3 (Monday)</td>
<td>Remaining Chapters (brief overview) and Catch up</td>
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<td>WEEK 15</td>
<td>Week of 22-Apr</td>
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<td>Remaining Chapters (brief overview) and Catch up</td>
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<td>WEEK 16</td>
<td>Week of 29-Apr</td>
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**FINAL EXAM** Comprehensive – Monday, April 28th, 9:00-11:00 a.m.