INFS 247 Business Information Systems  
Mon, 4:15-6:45PM Corboy Center (WTC) Room 306

Catalog Description  
Focuses on using information technology to support business processes. The purpose and composition of information systems, the utilization of technology and hands-on experience in developing microcomputer business applications with productivity tools (Microsoft Excel and Access).

Outcome: Understanding of using information technology to support business processes, and of developing business spreadsheet and database applications.

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

Course Objectives and Learning Outcomes  
1. Understand how IT will shape future businesses  
2. Understand the risks and benefits of digitized processes  
3. Understand why some firms are better able to convert their IT investments into business value

Required Materials  
Books:
1) Title: Microsoft Excel 2013 Comprehensive  
   By Parsons/Oja/Ageloff/Carey/DesJardins  
   Published by Cengage, Custom text ISBN: 9781305289758
2) Title: INFS 247 - Packet A  
   Prepared by Nenad Jukic  
   Published by Prentice Hall (Pearson), Custom text ISBN: 1269945882
3) Title: INFS 247 - Packet B  
   Prepared by Nenad Jukic  
   Published by McGraw Hill, Custom text ISBN: 9781259402227
### Grading Criteria

#### Grading Policy:
- **Homework Assignments**: -80 pts
- **Quizzes**: -90 pts
- **Midterm Exam**: -80 pts
- **Final Exam**: -100 pts
- **Total**: -350 pts

#### Grade Distribution:
- **A**: above 321 points
- **A-**: above 314 to 321 points
- **B**: above 307 to 314 points
- **C**: above 220 to 245 points
- **C-**: above 200 to 210 points
- **D**: above 200 to 210 points
- **D+**: above 200 to 210 points
- **F**: 0 to 200 points

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**HW Assignment Submission:**

HW assignments will use MS Excel 2013 and MS Access 2013 (if you do not have these software packages installed on your computer you can use any of the Loyola computers to complete your assignments). 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 Sakai. **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. (see Loyola SBA Honor Code at [http://www.luc.edu/sba/pdfs/honor_code.pdf](http://www.luc.edu/sba/pdfs/honor_code.pdf) and Loyola Academic Integrity policy at [http://www.luc.edu/academics/catalog/undergrad/reg_academicintegrity.shtm](http://www.luc.edu/academics/catalog/undergrad/reg_academicintegrity.shtm))

**Late submission policy:** no late assignments accepted.
# Tentative Schedule

<table>
<thead>
<tr>
<th>Week No</th>
<th>Date</th>
<th>Exams &amp; Quizzes</th>
<th>Business Driven Technology (BDT Book) Lectures</th>
<th>Due</th>
<th>Guest Speaker</th>
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<tbody>
<tr>
<td>WEEK 1</td>
<td>Aug 25</td>
<td></td>
<td>Chapters 1, 2, Excel Tutorial 1, 2</td>
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<tr>
<td>WEEK 2</td>
<td>Sep 8</td>
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<td>Chapter 3, 4, Excel Tutorial 3, 4, Homework 1</td>
<td>TBD</td>
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<tr>
<td>WEEK 3</td>
<td>Sep 15</td>
<td></td>
<td>Chapter 5, 6, Excel Tutorial 5, 6, 7, 8, Homework 2</td>
<td>HW 1</td>
<td></td>
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<tr>
<td>WEEK 4</td>
<td>Sep 22</td>
<td></td>
<td>Chapter 6, Chapter 7 (and other related supplements)</td>
<td>HW 2</td>
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<tr>
<td>WEEK 5</td>
<td>Sep 29</td>
<td><strong>Quiz 1</strong></td>
<td>Chapter 7 (and other related supplements), Excel Tutorial 9, 10, 11, MS Access Introduction</td>
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<tr>
<td>WEEK 6</td>
<td>Oct 6</td>
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<td><strong>NO CLASSES – SEMESTER BREAK</strong></td>
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<td>WEEK 7</td>
<td>Oct 13</td>
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<td>Chapter 7 (and other related supplements), Homework 3</td>
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<td>WEEK 8</td>
<td>Oct 20</td>
<td><strong>Midterm Exam</strong></td>
<td>Chapter 8</td>
<td>HW 3</td>
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<td>WEEK 9</td>
<td>Oct 27</td>
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<td>Chapters 9, Homework 4</td>
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<tr>
<td>WEEK 10</td>
<td>Nov 3</td>
<td><strong>Quiz 2</strong></td>
<td>Chapter 12 (ERP), 10 (SCM)</td>
<td>HW 4</td>
<td>Tom Wojcik, EVP, Innovus (<a href="http://www.innovusinc.com">www.innovusinc.com</a>)</td>
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<td>WEEK 11</td>
<td>Nov 10</td>
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<td>Chapters 10 (SCM), 11 (CRM), Homework 5</td>
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<tr>
<td>WEEK 12</td>
<td>Nov 17</td>
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<td>Out-of-Book Topics – Product</td>
<td>HW 5</td>
<td>TBD</td>
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<tr>
<td>WEEK 13</td>
<td>Nov 24</td>
<td><strong>Quiz 3</strong></td>
<td>Out-of-Book Topics – Big Data &amp; Cloud</td>
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<td>WEEK 14</td>
<td>Dec 1</td>
<td></td>
<td>Future of IT</td>
<td>TBD</td>
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<tr>
<td>WEEK 15</td>
<td>Dec 8</td>
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<td><strong>FINAL EXAM Comprehensive</strong></td>
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**Please note:** This class may occasionally deviate from the course outline above. The instructor reserves the right to make changes as needed to the course syllabus.
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.

Because the course case method and discussions in-class as well, a student cannot earn an “A” for the course without contributing to the class as an engaged individual student. If you must miss a class or leave early, please notify me in advance. You are responsible for any class assignments or requirements missed.

Make-Up Examinations
I would like you to read this section carefully as it explains, clearly the boundaries of this topic. 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.

If a make-up examination must be given, it is the responsibility of the faculty member to prepare, schedule, and proctor the exam. The only regular exception is for a student athlete, who may use the testing services of the Athletics Department to complete a make-up examination. 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: http://www.luc.edu/media/lucedu/quinlanschoolofbusiness/pdfs/Honor-Code-Quinlan-July2012.pdf

Special Request
This course depends on a high level of student engagement and participation. Thus, to minimize distractions to you, your fellow students, and myself, please keep your cellphones, tablets, and laptops closed during class. Thank you!

Notes
• Check your grades often in the gradebook 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.

Any issue that is not described in this syllabus will be resolved at the sole discretion of the instructor.