Dr. Nenad Jukić
312-915-6662, njukic@luc.edu
Schreiber Center, Room 402, 16 East Pearson, Chicago, IL 60611

Office Hours:
Tuesday 1:00 – 2:30 pm
Thursday 1:00 – 2:30 pm and 4:00 – 5:00 pm

Additional HW-related TA office hours:
Friday 3:00 – 5:00 pm LSC - Information Commons, Room 331

INFS247H Business Information Systems, Fall 2018
Tuesday/Thursday 2:30 – 3:45, Schreiber 405

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 MS Excel and MS 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/Materials: 1) Title: *Microsoft Office 365 Excel 2016 Comprehensive* by June Parsons, Dan Oja, Patrick Carey and Carol DesJardins Published by Cengage, 2016, ISBN: 9781337493680
(also available as part of $119.99 Cengage Unlimited term subscription, see: www.cengage.com/unlimited)

**Course Requirements and Grading Criteria**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework Assignments</td>
<td>80 pts</td>
</tr>
<tr>
<td>Quizzes</td>
<td>90 pts</td>
</tr>
<tr>
<td>Midterm Exam</td>
<td>80 pts</td>
</tr>
<tr>
<td>Final Exam</td>
<td>100 pts</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>350 pts</td>
</tr>
</tbody>
</table>

**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 Assignments:**

HW assignments will use MS Excel 2016 and MS Access 2016 (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 DISCIPLINARY ACTION AGAINST ALL PARTIES INVOLVED.**

Late submission policy: no late assignments accepted.

**Additional notes:**

- Check your grades often in the grade book on Sakai.
- 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, download all the necessary files onto your computer, flash drive or cloud folder (do not open the files directly from the Sakai 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:** Saturday, December 15th 2018, 4:15 p.m.
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:**
*Quinlan Fall Career and Networking Fair*
September 10\(^{th}\) and 11\(^{th}\)
INFS 247 Topics: MS Excel, MS Access, IS Fundamentals

IS Fundamentals Lectures:
Lecture 1 – Introduction
Lecture 2 – Information Systems Role and Competitive Advantages
Lecture 3 – Assessing and Supervising Information Systems
Lecture 4 – Data Quality
Lecture 5 – Databases
Lecture 6 – Data Warehousing
Lecture 7 – BI and Data Mining
Lecture 8 – Big Data
Lecture 9 – SCM
Lecture 10 – CRM
Lecture 11 – BPR
Lecture 12 – Integrated IS, ERP, and Cloud Systems
Lecture 13 – EBusiness
Lecture 14 – Data Security and Privacy
<table>
<thead>
<tr>
<th>Week No</th>
<th>Date</th>
<th>Exams &amp; Quizzes</th>
<th>Coursepack Lectures</th>
<th>Tool Lectures</th>
<th>DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>WEEK 1</td>
<td>Week of Aug 27</td>
<td>Lectures 1, 2</td>
<td>Excel In-Class Tutorial 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WEEK 2</td>
<td>Week of Sept 3</td>
<td>Lectures 2, 3</td>
<td>Excel In-Class Tutorial 2</td>
<td>HW 1, Due Friday</td>
<td></td>
</tr>
<tr>
<td>WEEK 3</td>
<td>Week of Sept 10</td>
<td>Lectures 3, 4</td>
<td>Excel In-Class Tutorial 3</td>
<td>HW 2, Due Friday</td>
<td></td>
</tr>
<tr>
<td>WEEK 4</td>
<td>Week of Sept 17</td>
<td>Quiz 1 (Thursday) Ch 1-4</td>
<td>Lecture 4, 5</td>
<td>HW 3, Due Friday</td>
<td></td>
</tr>
<tr>
<td>WEEK 5</td>
<td>Week of Sept 24</td>
<td>Lecture 5 (and other related supplements)</td>
<td>Excel In-Class Tutorial 5</td>
<td>HW 4, Due Friday</td>
<td></td>
</tr>
<tr>
<td>WEEK 6</td>
<td>Week of Oct 1</td>
<td>Lecture 5 (and other related supplements)</td>
<td></td>
<td>HW 5, Due Friday</td>
<td></td>
</tr>
<tr>
<td>WEEK 7  (No class on Tuesday)</td>
<td>Week of Oct 8</td>
<td>Midterm Exam (Thursday) MS Excel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WEEK 8</td>
<td>Week of Oct 15</td>
<td>Lecture 5 (and other related supplements), Lecture 6</td>
<td>Introductory MS Access Lecture (HW6 Overview)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WEEK 9</td>
<td>Week of Oct 22</td>
<td>Quiz 2 (Tuesday) Ch 5-6</td>
<td>Lecture 7</td>
<td>HW 6, Due Friday</td>
<td></td>
</tr>
<tr>
<td>WEEK 10</td>
<td>Week of Oct 29</td>
<td>Lectures 7, 8, 9</td>
<td>Additional MS Access Lecture (HW7 Overview)</td>
<td>HW 7, Due Friday</td>
<td></td>
</tr>
<tr>
<td>WEEK 11</td>
<td>Week of Nov 5</td>
<td>Lecture 9, 10, 11</td>
<td></td>
<td>HW 8, Due Friday</td>
<td></td>
</tr>
<tr>
<td>WEEK 12</td>
<td>Week of Nov 12</td>
<td>Lectures 11, 12, 13</td>
<td></td>
<td>HW 9, Due Friday</td>
<td></td>
</tr>
<tr>
<td>WEEK 13 (No class on Thursday)</td>
<td>Week of Nov 19</td>
<td>Quiz 3 (Thursday) Ch 7-14; MS Access</td>
<td>Lecture 13, 14</td>
<td>HW 10, Due Friday</td>
<td></td>
</tr>
<tr>
<td>WEEK 14</td>
<td>Week of Nov 26</td>
<td></td>
<td>Lecture 14</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WEEK 15</td>
<td>Week of Dec 3</td>
<td></td>
<td></td>
<td>INFS Major &amp; Minor Discussion, Course Evaluations, Catch up</td>
<td></td>
</tr>
<tr>
<td>WEEK 16</td>
<td>Week of Dec 10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**FINAL EXAM – Saturday, Dec 15th, 4:15 p.m.**