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Office Hours:

Just before class and by appointment. Please email me to request an appointment.

Additional HW-related TA office hours:

Tuesday 12:45 pm – 2:15 pm WTC - Schreiber Center, 4th floor lobby/common area
Thursday 12:45 pm – 2:15 pm WTC - Schreiber Center, 4th floor lobby/common area
Friday 3:30 pm - 5:00 pm LSC - Information Commons, Room 331

INFS247 Business Information Systems, Spring 2017
Wednesday 7:00 pm – 9:30 pm, Mundelein Center 204

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 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
- 2) Title: *INFS 247 Business Information Systems Coursepack, Edition 2.0*
by Nenad Jukic
Published by Prospect Press, 2017, ISBN: 978-1-943153-39-8

Course Requirements and Grading Criteria

Homework Assignments	- 80 pts
Quizzes	- 90 pts
Midterm Exam	- 80 pts
<u>Final Exam</u>	- 100 pts
Total	- 350 pts

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.
- For concrete help with a HW assignment, please utilize the TA office hours; for help with all other course material, please email me and/or schedule an appointment.
- 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 are using a different version of Excel/Access or a Mac version to do your HW, you may run into compatibility issues. If that happens, save your work, go to one of the Loyola computers, and complete the assignment there.

Final Exam: Wednesday, May 2, 2017, 7:00 p.m.

Quinlan School of Business Policies:

Attendance

Woody Allen once said, “80% of success is showing up.” Show up. Participate. The more you attend and participate in class, the easier you will learn the course material and the more readily you will apply it (and the more helpful you will find it) in your work and everyday life.

Indeed, punctual attendance at all classes, for the full class meeting period, is expected of Quinlan students.

Also, since this class meets only one night per week, if an exam or quiz is given at the beginning of class, lecture follows the quiz. **You are expected to remain for lecture following an exam or quiz unless otherwise instructed.**

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

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:

<http://luc.edu/media/lucedu/quinlan-graduate/pdfs/Honor-Code-Quinlan-July2012.pdf>

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.

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

Class by Class/Week by Week Course Outline (Tentative)

Week No.	Date	Exams & Quizzes	Course Pack Lectures	Tool Lectures	Due
WEEK 1	January 17		Lectures 1, 2	Excel In-Class Tutorial 1	
WEEK 2	January 24		Lectures 2, 3	Excel In-Class Tutorial 2	HW 1, Due Friday
WEEK 3	January 31		Lectures 3, 4	Excel In-Class Tutorial 3	HW 2, Due Friday
WEEK 4	February 7	Quiz 1 <i>Chs. 1-4</i>	Lecture 5	Excel In-Class Tutorial 4	HW 3, Due Friday
WEEK 5	February 14		Lecture 5 (and other related supplements)	Excel In-Class Tutorial 5	HW 4, Due Friday
WEEK 6	February 21		Lecture 5 (and other related supplements)		HW 5, Due Friday
WEEK 7	February 28	Midterm Exam <i>MS-Excel</i>			
WEEK 8	March 7	SPRING BREAK - NO CLASS			
WEEK 9	March 14		Lecture 6	Introductory MS-Access Lecture (HW6 Overview)	
WEEK 10	March 21	Quiz 2 <i>Chs. 5-6</i>	Lecture 7	Additional MS-Access Lecture (HW7 Overview)	HW 6, Due Friday
WEEK 11	March 28		Lectures 7, 8, 9		HW 7, Due Friday
WEEK 12	April 4		Lectures 9, 10, 11		HW 8, Due Friday
WEEK 13	April 11		Lectures 12, 13, 14		HW 9, Due Friday
WEEK 14	April 18	Quiz 3 <i>Chs.7-14, MS-Access</i>	INFS Major & Minor Discussion; Catch-up		HW 10, Due Friday
WEEK 15	April 25		Review for Final; Course Evaluations		
WEEK 16	May 2	FINAL EXAM - Wednesday, May 2nd 7:00 pm			