



**Natalia Shapoval**

312-915-8596, nshapoval@luc.edu

Schreiber Center, Room 505/A, 16 East Pearson, Chicago, IL 60611

**Office Hours:**

After class or by appointment

**Additional HW-related TA office hours:**

Tuesday 12:45 – 2:15 pm Schreiber 4<sup>th</sup> floor lobby

Thursday 12:45 – 2:15 pm Schreiber 4<sup>th</sup> floor lobby

Friday 3:30 – 5:00 pm LSC - Information Commons, Room 331

**INFS247 Business Information Systems, Spring 2018**  
**Monday 4:15 – 6:45, LSC, Mundelein Center - Room 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 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
- 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
Final Exam	- 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.
- 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:** Monday, April 30<sup>th</sup> 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:

<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.

### **Mark Your Calendar:**

*Quinlan Spring Career and Networking Fair*

February 21<sup>st</sup> and 22<sup>nd</sup>

## **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)

<i>Week No</i>	<i>Date</i>	<i>Exams &amp; Quizzes</i>	<i>Coursepack Lectures</i>	<i>Tool Lectures</i>	<i>DUE</i>
SESSION 1	January 22		Lectures 1, 2	Excel In-Class Tutorial 1	
SESSION 2	January 29		Lectures 2, 3	Excel In-Class Tutorial 2	HW 1, Due Friday
SESSION 3	February 5		Lectures 3, 4	Excel In-Class Tutorial 3	HW 2, Due Friday
SESSION 4	February 12	<b>Quiz 1</b> <i>Ch 1-4</i>	Lecture 4, 5	Excel In-Class Tutorial 4	HW 3, Due Friday
SESSION 5	February 19		Lecture 5 (and other related supplements)	Excel In-Class Tutorial 5	HW 4, Due Friday
SESSION 6	February 26		Lecture 5 (and other related supplements), Lecture 6		HW 5, Due Friday
<b>No Class on March 5<sup>th</sup> (Spring Break)</b>					
SESSION 7	March 12	<b>Midterm Exam</b> <i>MS Excel</i>	Lecture 6, 7	Introductory MS Access Lecture (HW6 Overview)	
SESSION 8	March 19		Lectures 7, 8, 9	Additional MS Access Lecture (HW7 Overview)	HW 6, Due Friday
SESSION 9	March 26	<b>Quiz 2</b> <i>Ch 5-6</i>	Lecture 9, 10, 11		HW 7, Due Friday
SESSION 10	April 2		Lectures 11, 12, 13		HW 8, Due Friday
SESSION 11	April 9		Lecture 13, 14		HW 9, Due Friday
SESSION 12	April 16	<b>Quiz 3</b> <i>Ch 7-14; MS Access</i>	Lecture 14		HW 10, Due Friday
SESSION 13	April 23		INFS Major & Minor Discussion, Course Evaluations, Catch up		
SESSION 14	April 30	<b>FINAL EXAM – Monday, April 30<sup>th</sup>, 4:15 p.m.</b>			