



**QUINLAN**  
SCHOOL of BUSINESS

Schreiber Center • 16 E. Pearson St.  
Water Tower Campus • Chicago, IL 60611  
LUC.edu/Quinlan

## INFS 247 – Business Information Systems Fall 2017

**Instructor:** Carolyn Kmet

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**Office Phone:** 872-228-5638

**Office Hours:** Schreiber 617, M/W 2:30-4:00p, and by appointment

**T.A. Homework Help:**

TBD

### Course 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.

### Required Materials

1. Title: Microsoft Office 365 Excel 2016 Comprehensive  
By Parsons/Oja/ Carey/DesJardins  
Published by Cengage, 2016, ISBN: 9781337493680
2. Title: INFS 247 Business Information Systems Coursepack, Edition 2.0  
Prepared 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>	<u>100 pts</u>
- Total	350 pts

In my sections of INFS 247 only, students will be able to earn extra credit tickets for attendance and participation. Each ticket is valued at 0.5 points, and students can earn up to a maximum of 10 extra credit points through tickets.

### 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 lowest scoring assignments will be dropped. HW assignments are due before 11:55p 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: Assignments will be accepted via Sakai up to a week late, but there is an automatic 50% penalty in addition to deducted points.**

### Attendance

Class attendance is mandatory and essential to the value of the learning experience. Students are expected to attend all class sessions in order to pass the course. Missing more than 20% of scheduled classes severely jeopardizes the student's ability to pass the course.

In the event unavoidable emergencies or conflicts prevent you from attending class, you must notify the instructor and program director by e-mail prior to missing the class, and request options for covering missed material. Most of the subjects in a course are sequential. Therefore, it is important to understand the material covered in the missed class before the next class.

## **Make-Up Examinations/Assignments**

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. Limited assistance in proctoring make-up exams may be available through a designated Quinlan administrative assistant. 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.

Late assignments will be accepted up to a week after the original due date. However, there is an immediate 50% penalty, in addition to deductions for errors. Late assignments must be submitted via Sakai, assignments that are emailed will not be accepted. You are responsible for ensuring your homework is properly uploaded to Sakai.

## **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>

## Class by Class Course Outline

<b>Week 1</b>			<b>Deliverables</b>
January 15	Monday	No Class	
January 17	Wednesday	Lecture 1 – Introduction	
January 19	Friday	Excel Tutorial 1, 2	
<b>Week 2</b>			
January 22	Monday	Lecture 2 – Competitive Advantages	
January 24	Wednesday	Lecture 3 – Strategic Initiatives	
January 26	Friday	Excel Tutorial 3, 4	
<b>Week 3</b>			
January 29	Monday	Lecture 3 – Strategic Initiatives, cont'd	
January 31	Wednesday	Lecture 4 – Data Quality	
February 2	Friday	Excel Tutorial 5, 6	<b>HW1 Due</b>
<b>Week 4</b>			
February 5	Monday	Lecture 5 – Database	
February 7	Wednesday	Quiz 1 Review	
February 9	Friday	<b>Quiz 1: Lectures 1-5</b>	<b>HW2 Due</b>
<b>Week 5</b>			
February 12	Monday	Excel Tutorial 7, 8	
February 14	Wednesday	Excel Tutorial 9, 10, 11	
February 16	Friday	Midterm Review	
<b>Week 5</b>			
February 19	Monday	<b>Midterm: MS Excel</b>	
February 21	Wednesday	Lecture 5 – Entity Relationship (ER) Models: Entities, Attributes and Relationships	
February 23	Friday	Lecture 5 – ER Models: Establishing Cardinality	<b>HW3 Due</b>
<b>Week 6</b>			
February 26	Monday	Lecture 5 – ER Model Lab	
February 28	Wednesday	Lecture 5 – Relational Database Models 1	
March 2	Friday	Lecture 5 – Relational Database Models 2	<b>HW4 Due</b>
<b>Week 7</b>			
March 5	Monday	<b>Spring Break – No Class</b>	
March 7	Wednesday	<b>Spring Break – No Class</b>	
March 9	Friday	<b>Spring Break – No Class</b>	
<b>Week 8</b>			
March 12	Monday	Lecture 5 – Relational Database Model Lab	
March 14	Wednesday	Lecture 5 – MS Access: Creating and Designing a Database	
March 16	Friday	Lecture 5 – MS Access: Queries, Forms and Reports	<b>HW5 Due</b>

<b>Week 9</b>			
March 19	Monday	Homework 6 Walkthrough	
March 21	Wednesday	Lecture 6 – Data Warehousing	
March 23	Friday	Quiz 2 Review	<b>HW6 Due</b>
<b>Week 10</b>			
March 26	Monday	<b>Quiz 2: Lecture 5, 6 (ER Models)</b>	
March 28	Wednesday	Lecture 7 – Data Mining and BI	
March 30	Friday	<b>Easter Break – No Class</b>	
<b>Week 11</b>			
April 2	Monday	<b>Easter Break – No Class</b>	
April 4	Wednesday	Lecture 8 – Big Data	
April 6	Friday	Lecture 9 – Supply Chain Management	<b>HW7 Due</b>
<b>Week 12</b>			
April 9	Monday	Lecture 10 – Customer Relationship Management	
April 11	Wednesday	Lecture 11 – Business Process Reengineering	
April 13	Friday	Lecture 12 – ERP	<b>HW8 Due</b>
<b>Week 13</b>			
April 16	Monday	Lecture 13 - EBusiness	
April 18	Wednesday	Lecture 14 – Data Security Privacy	
April 20	Friday	Quiz 3 Review	<b>HW9 Due</b>
<b>Week 14</b>			
April 23	Monday	<b>Quiz 3 – Lecture 8-14, MS Access</b>	
April 25	Wednesday	Final Review	
April 27	Friday	Final Active Study Session & Extra Credit Opportunity	<b>HW10 Due</b>
<b>Week 15</b>			
April 30-May 5		<b>Finals Week, good luck!</b>	

**Please note:** This class may occasionally deviate from the course outlined above. The instructor reserves the right to make changes as needed to the course syllabus.

### Finals

INFS 247-102, MWF 10:25-11:15a: Monday, April 30, 9-11a

INFS 247-400, MWF ONLINE: Available online Monday, April 30. Two-hour timed exam **must be completed by 11:59p Wednesday, May 2.**