



**QUINLAN**  
SCHOOL of BUSINESS

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## INFS247 BUSINESS INFORMATION SYSTEMS

**Sec. 103** - Fall 2024

**Corboy Law Center 306**

T/Th 10:00-11:15



**Dr. Dinko Bačić**

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**Office Hour:** Tuesday/Thursday 1:00- 3:00

Or by appointment via zoom

### 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 MS Access.

### Course Overview

This course includes lectures, homework assignments, labs, 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:** All materials are free and provided on Sakai. Sakai can be accessed at [sakai.luc.edu](http://sakai.luc.edu) and requires your Loyola ID and password to log in.

### Technology Information:

**Sakai** - You will use Sakai to access instructional materials, submit assignments, and participate in weekly discussions. For step-by-step instructions on using Sakai visit the [Sakai Student Guide](#). You can access the Sakai Student Guide by selecting **Help** from the tool menu in any Sakai site. For additional Sakai assistance, contact the Help Desk at [helpdesk@luc.edu](mailto:helpdesk@luc.edu) or 773-508-4487.

**Zoom** - Zoom is a web-conferencing solution. We will use Zoom for office hours. To join office hours, you will need to download and install Zoom on the computer you plan to use for online meetings.

**Microsoft Excel and Access** - You will need Microsoft Excel 2016 and Microsoft Access 2016 to complete the homework for this course. Both programs are mandatory and are available free through Office 365 to enrolled Loyola students. [Click here](#) to access installation files. It is highly recommended that you do all homework assignments on a PC. The Mac version of Excel is not full-featured, and there is no Mac version of Access. That said, you can access both using Apporto (see this video on the required steps: <https://www.screencast.com/t/Niq1vmxP> ). Also, we have had

several former students successfully run both Excel and Access on a Mac using a PC emulator such as [Parallels](#).

### Course Requirements and Grading Criteria

Labs & Participation	- 35 pts
Check-your-knowledge	- 35 pts
Quizzes	- 90 pts
Midterm Exam	- 100 pts
Homework Assignments	- 120 pts
<u>Final Exam</u>	- 120 pts
Total	- 500 pts

### Course Grading Scale

A	above 445
A-	above 435 to 445
B+	above 425 to 435
B	above 395 to 425
B-	above 385 to 395
C+	above 375 to 385
C	above 335 to 375
C-	above 300 to 335
D+	above 285 to 300
D	above 270 to 285
F	0 to 270

**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 15 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 by 11:55 PM CT US 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.

**Check-your-knowledge (CYK):** After each mini lecture there will be a brief 2-3 question mini quiz to provide you with instant feedback. Though you are strongly encouraged to complete them while reviewing video lectures, CYK mini assessments for each week are due by Friday 11:55 pm CT US at the latest.

**Labs:** To ensure you are well prepared to complete your HW assignments, you will have a chance to submit your version of completed tutorials and earn some credit

**Quizzes:** There will be three multi-module quizzes to assess your knowledge of the content. Quizzes will be administered during the official class time (on due date)

**Midterm and Final Exam:** Both Midterm and Final Exam will be administered during the official class time (on scheduled day - Midterm) or Final exam slot time (see below).

**Other activities and participation:**

You may be provided with an opportunity to earn points through various activities (discussions, attending class guest presenters, etc.).

**Additional notes:**

- Check your grades often in the grade book on Sakai.
- Virtual Office hours' visits are encouraged and welcomed.
- 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).
- Feel free to send me an email if you have any questions

**Final Exam:** Tue, December 10th, 2024, 1:00-3:00 p.m..

## QUINLAN SCHOOL OF BUSINESS POLICIES

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### 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.

### University Privacy Statement

Assuring privacy among faculty and students engaged in online and face-to-face instructional activities helps promote open and robust conversations and mitigates concerns that comments made within the context of the class will be shared beyond the classroom. As such, recordings of instructional activities occurring in online or face-to-face classes may be used solely for internal class purposes by the faculty member and students registered for the course, and only during the period in which the course is offered. Students will be informed of such recordings by a statement in the syllabus for the course in which they will be recorded. Instructors who wish to make subsequent use of recordings that include student activity may do so only with informed written consent of the students involved or if all student activity is removed from the recording. Recordings including student activity that have been initiated by the instructor may be retained by the instructor only for individual use.

### 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.

**INFS 247 Topics: MS Excel, MS Access, IS Fundamentals**

**IS Fundamentals Lectures:**

Lecture 01 – Introduction

Lecture 02 – Information Systems Role and Competitive Advantages

Lecture 03 – Assessing and Supervising Information Systems

Lecture 04 – Data Quality

Lecture 05 – Databases

Lecture 06 – Data Warehousing

Lecture 07 – BI and Data Mining

Lecture 08 – Big Data

Lecture 09 – SCM

Lecture 10 – CRM

Lecture 11 – BPR

Lecture 12 – Integrated IS and ERP

Lecture 13 – Cloud Systems, IoT, and Blockchain

Lecture 14 – EBusiness

Lecture 15 – Data Security and Privacy

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

WEEK	DATE	ASSESSMENTS	COURSEPACK LECTURES	TOOL LECTURES	DUE
WEEK 1	Aug 26	CYK	Welcome, Lecture 1		All W1 activities Due Friday
WEEK 2	Sep 2	CYK, Lab 1	Lecture 2	Excel Lab 1	All W2 activities Due Friday
WEEK 3	Sep 9	CYK, Lab 2	Lecture 3	Excel Lab 2	<b>HW 1</b> , All W3 activities Due Friday.
WEEK 4	Sep 16	CYK, Lab 3	Lecture 4	Excel Lal 3	<b>HW 2</b> , All W4 activities Due Friday.
WEEK 5	Sep 23	CYK, <b>Quiz 1 (class time)</b> <i>Ch 1-4, Lab 4</i>	Review	Excel Lab 4	<b>HW 3</b> , All W5 activities Due Friday.
WEEK 6	Sep 30	CYK, Lab 5	Lecture 5	Excel Lab 5	<b>HW 4</b> , All W6 activities Due Friday
WEEK 7	Oct 7	CYK	<b>No class on Oct 8</b> Lecture 5	Introductory MS Access Lecture (HW6 Overview)	<b>HW 5</b> , All W7 activities Due Friday
WEEK 8	Oct 14	<b>Midterm Exam</b> <i>MS Excel</i>	Lecture 5		All W8 activities Due Friday
WEEK 9	Oct 21	CYK	Lecture 6	Additional MS Access Lecture (HW7 Overview)	<b>HW 6</b> , All W9 activities Due Mon
WEEK 10	Oct 28	CYK	Lecture 7, 8		<b>HW 7</b> , All W10 activities Due Friday.
WEEK 11	Nov 4	<b>Quiz 2 (class time)</b> <i>Ch 5-8, CYK</i>	Lectures 9, 10		<b>HW 8</b> , All W11 activities Due Friday.
WEEK 12	Nov 11	CYK	Lecture 11, 12		<b>HW 9</b> , All W12 activities Due Friday
WEEK 13	Nov 18	<b>Quiz 3 (class time)</b> <i>Ch 9-13; MS Access ,CYK</i>	Lectures 13		<b>HW10</b> , All W14 activities Due Friday
WEEK 14	Nov 25		Lecture 14 <b>No class on 11/28</b> <b>TG Break 11/27-11/30</b>		All W14 activities Due Tuesday
WEEK 15	Dec 02		Lecture 15, Catch up, Major & Minor Discussion, Course Evaluations		
WEEK 16			<b>FINAL EXAM – Tue, December 10<sup>th</sup>, 2024, 1:00-3:00 p.m.</b>		