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SYLLABUS
MG 211.2 APPLIED INFORMATION MANAGEMENT - SPRING 2007

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COURSE TIME: 6:30PM-8:00PM - MONDAY

INSTRUCTOR: MICHAEL J. KLATCHAK
                    HOME: (610) 262-6276 **Do not call after 10:00PM**
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OFFICE HOURS: One half hour before or after class or by special appointment.

COURSE OBJECTIVE: To explore the use of the micro computer in solving problems utilizing spread sheets and databases in the Windows environment. Utilizing the spread sheet environment of EXCEL we will solve problems using what if analysis and Goal Seeking. To automate tasks in EXCEL the visual basic command recorder will be used to create macros. We will look at the data base capabilities of EXCEL. Continuing with more data base functions we will explore the use of Microsoft ACCESS to build a database, create an input form, develop SQL (Structured Query Language) to find specific information and finally create the necessary reporting. POWER POINT presentation and WWW software will be the final applications covered to look at the building and integrating of presentations. It is expected that a complete working knowledge of the Windows Operating system (98, ME, NT, XP or 2000) as well as the basic fundamentals of building a spread sheet and data base have been mastered as a pre requisite to this course.

COURSE GRADING:

Exam 1	25%
Exam 2	25%
Homework	25%
Final Exam	25%
Total	100%

HOMEWORK: All homework is due on the dates as assigned and is worth 15 points each. Homework turned in late will have *1 point deducted for each day it is late*. If you know that you will have a conflict in turning homework in on time, it is ***your responsibility*** to clear it with the instructor so late points will not be deducted. *All students are expected to adhere to the college policy on academic honesty as outlined in the Student Handbook* accessible on the Moravian Web Page. In particular, you must ***do your own work*** for anything to be handed in and graded. It is O.K. to ask/work with other people in the lab, however, you must type your own solution to each problem/exercise.

TEXT BOOKS:
        APPLIED INFORMATION MANAGEMENT -   Extracted from Volume I and II of Timothy J. O'Leary and Linda I. O'Leary, Irwin/McGraw-Hill, 2003, **ISBN 0-390-56667-5.**
PLEASE MAKE SURE YOU PURCHASE 2-3 ½ " HIGH DENSITY FLOPPY DISKS TO STORE YOUR HOME WORK ASSIGNMENTS. YOU MAY ALSO USE YOUR PERSONAL DRIVE ON THE NETWORK. A copy of the text is on reserve at the library and is limited to 2 hours.
Please note that this is a tentative syllabus and is subject to change as the course progresses through the semester.

Week 1 (01/15): CHARTING WORKSHEET DATA - Pages Ex 2.1 - 2.58. Overview of how to select and create a chart. Assignment due for week 2 is Step by Step lab exercise 1, page Ex 2.65, Teens and Money Management and lab exercise 3, Tracking Animal Adoptions, page Ex2.67.

Week 2 (01/22): MANAGING AND ANALYZING A WORKBOOK - Pages EX 3.1 - 3.67. Objectives include: spell checking, paste function, absolute references, copy move and name sheets, auto fill, panes,

what-if and goal seek, printing and custom headers and footers. Assignment due for week 3 is exercise 1 Sandwich Shop Sales Forecast page EX 3.71 and lab exercise 4 Calculating Total Points and GPA page EX 3.76-3.77.

Week 3 (01/29): USING SOLVER, CREATING TEMPLATES, AND EVALUATING SCENARIOS - Pages Ex 4.1 - 4.55. We will learn how to use the solver, create templates, link workbooks and use scenarios. Assignment due for week 4 is lab exercise 2 Art Department Expense Projections page Ex 4.60 and lab exercise 3 Adventure Travel Tours Revenue Analysis page Ex4.61.

Week 4 (02/05): USING DATA TABLES, CREATING MACROS AND DESIGNING ONSCREEN FORMS - Pages Ex 5.1 - 5.52. We will look at functions, create a data table to store multiple values, and use visual basic to create a macro.   Assignment due week 5 is lab exercise 1 page Ex 5.56 Animal Rescue Foundation Volunteer Rewards and lab exercise 3 page Ex 5.58-5.59 Adventure Travel Tours Package Analysis

Week 5 (02/12): EXAM 1 and homework due from week 4.

Week 6 (02/19): CREATING A DATABASE - Pages AC 1.1 - 1.67. Objectives are to plan and create a database understanding the field types and structure requirements.   Assignment due week 7 is lab exercise 1 page AC 1.72-1.73 Parent Contact Database and lab exercise 2 page AC 1.74-1.75 Library Catalog Database. Note: when printing adjust the margins to .25 inch and the paper orientation to landscape - this should print the assignment on one page your name will be one of the records in the data base.

Week 7 (02/26): MODIFYING A TABLE AND CREATING A FORM - Pages AC 2.1 - 2.49. Objectives in this part of ACCESS will involve setting default field values, adding validity checks and creating a form for ease of data entry and query. Assignment due week 9 is lab exercise 2 Employment Agency Client Database AC 2.56-2.57.

Week 8 (03/05): Spring Break No Class!

Week 9 (03/12): ANALYZING DATA AND CREATING REPORTS - Pages AC 3.1 - 3.61. Objectives are to use ACCESS tools to find the data and organize it on to a report. Assignment due week 10 is lab exercise 5 Animal Rescue Foundation Adoption Report page AC 3.69-3.70.

Week10 (03/19): WORKING WITH MULTIPLE TABLES - Pages AC 4.1 - 4.60. Objectives are to use ACCESS to create a table using the table wizard, create an input mask, create a lookup field, copy data from another table, import data from another application, make fields required, add a calculated field to a query, create a cross tab query, define table relationships and enforce referential integrity, print a database relationships report, use subdatasheets, and back up and restore a database. Assignment due week 11 is lab exercise 1 Adventure Travel Tours Client Database page AC 4.64-4.65.

Week 11 (03/26): EXAM 2 and homework from week 10 due.

Week 12 (04/02): CREATING A PRESENTATION - Pages PP 1.1 - 1.69. Objective will be to learn how to create a presentation. Assignment due week 13 is lab exercise 2 Writing Effective Resumes PP 1.78-79.

Week 13 (04/09): MODIFYING AND REFINING A PRESENTATION - PP 2.1 - 2.80. Objectives include find and replace, modify graphics, change slide and title masters, control and annotation. Assignment due week 14 is lab exercise 1 page PP 2.84 - 85 Enhancing a College Recruiting Presentation.

Week 14 (04/16): CREATING A WEB SITE **-** WDWT 1.1 - 1.14. Objective will be to take a look at what is necessary to design a web site using Microsoft Word as the WEB editor. Assignment will be a work in class assignment to complete the lab and complete lab exercise 1 on page WDWT 1.15.

Week 15: (04/23): Review for Final Exam. Finals Week April 30th to May 5th.