

SYLLABUS
MG 211.2 APPLIED INFORMATION MANAGEMENT - SPRING 2008

COURSE TIME: 6:30PM-8:00PM - MONDAY
INSTRUCTOR: MICHAEL J. KLATCHAK
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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	<u>25%</u>
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:

O'Leary Microsoft Office 2007 - Timothy J. O'Leary and Linda I. O'Leary, Irwin/McGraw-Hill, 2008, ISBN 0-07-351916-2.

YOU CAN USE YOUR PERSONAL DRIVE ON THE NETWORK or a USB storage device to store homework assignments.

Please note that this is a tentative syllabus and is subject to change as the course progresses through the semester.

Week 1 (01/14): Introducing Office Excel 2007 - Pages Ex 0.1 - 1.82. Start with an overview of how to start excel, some of the changes from Excel 2003 and complete the concept review. Assignment due for week 2 is Step by Step lab exercise 1, page Ex 1.94, Animal Rescue Foundation Adoption Analysis and lab exercise 3 on page ex1.96, Comparative Median Income for Four-Person Families.

NO CLASS ON MONDAY 1/21/2008

Week 2 (01/28): Charting Worksheet Data – Creating graphs and charts in excel pages Ex 2.1 – Ex 2.73. Assignment due for week 3 is step by step lab exercise 1, page ex2.80, Teens and Credit and lab exercise 2, page ex2.8, Music Download Analysis.

Week 3 (02/04): MANAGING AND ANALYZING A WORKBOOK - Pages EX 3.1 - 3.75. 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, page ex3.79, Juice Bar Sales Forecast and Lab 2, page ex3.80, Forecasting Sales.

Week 4 (02/11): Working Together 1: Linking and Embedding between Word 2007 and Excel 2007 – pages exwt1.1—1.16. **Review for Exam 1.** Complete Hands on exercises 1, page exwt1.17, Rescue Foundation Income Memo due next class.

Week 5 (02/18): EXAM 1 and homework due from week 4.

Week 6 (02/25): Overview of Microsoft Office Access 2007 - CREATING A DATABASE - Pages AC 1.1 - 1.83. Objectives are to plan and create a database understanding the field types and structure requirements. Assignment due week 7 is lab 1 page AC 1.88, Oak Ridge School Parent Contact Database and Lab 2, page AC1.90, EchoPlex Records Database. Parent Contact Database. Note: when printing, adjust the margins to .25 inch and the paper orientation to landscape.

SPRING BREAK 3/01/2008 TO 3/10/2008 7:30AM

Week 7 (03/10): Modifying and Filtering a Table and Creating a Form - Pages AC 2.1 - 2.85. 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 8 is lab exercise 2, page ac2.91, Enterprise Employment Client Database.

Week 8 (03/17): Querying Tables and Creating Reports - Pages AC 3.1 - 3.76. Objectives are to use ACCESS tools to find the data and organize it on to a report. Assignment due week 9 is lab exercise 1, page ac3.80, Scensations Spa Database.

Week 9 (03/24): Working Together 1: Exporting Data- Pages ACWT1.1 - 1.16. Objectives are to use ACCESS to export data to excel. Review for Exam 2. Assignment due week 10 is Hands on Exercises 2, page ACWT1.15, Low Stock Analysis.

Week10 (03/31): EXAM 2 and homework from week 10 due.

Week 11 (04/07): CREATING A PRESENTATION - Pages PP 1.1 - 1.79. Objective will be to learn how to create a presentation. Assignment due week 12 is lab exercise 3, page PP 1.86, Driving Safety.

Week 12 (04/14): MODIFYING AND REFINING A PRESENTATION - PP 2.1 - 2.75. Objectives include find and replace, modify graphics, change slide and title masters, control and annotation. Assignment due week 13 is lab exercise 2 page PP 2.82, Enhancing a Staff Training Presentation.

Week 13 (04/21): Working Together 1: Word 2007 and Your Web Browser - WDWT 1.1 - 1.18. 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 1.19, adding a New Web Page.

Week 14 (04/28): Final Exam.