



**MGMT 211.2: Applied Information Management
SYLLABUS**

Spring 2011

last updated 1/19/2011

Instructor: Scott Best
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Office: CIT Main Office - 120 West Greenwich St. (across from Campus Safety)
Office Hours: Monday to Friday: 8:00 am - 4:30 pm
e-mail to schedule a meeting time

Course Time: 6:30 pm - 8:00 pm; Tuesdays (January 18, 2011 to May 3, 2011)

Course Description (from Course Catalog): Problems of organizing and managing data for use by managers, economists, and social scientists, or anyone who must keep track of information. Basics of information systems: what they are, how to design them, how they are used; and two computer tools used to manage them: spreadsheets and databases. Web research and usage.

Course Objectives/Goals:

1. Develop skills on the use of Microsoft Word, PowerPoint, Excel, Access
2. Learn how Excel is used in the business environment and how to use it effectively in management
3. Learn how Access is used in the business environment and how to use it effectively in management
4. Know when to use spreadsheets and databases to aid in problem solving
5. Learn how and when it is more important to know where/how to find the answer to the problem rather than how to answer the problem

Textbook: Exploring Microsoft Office 2007 Vol. 1, 3rd edition
(required) with book CD-ROM and myITlab access code
Robert Grauer, Hulett, Krebs, Lockley, Mulbery, Scheeren
Prentice Hall
Copyright 2010
ISBN-13: 978-0-13-801998-3

Platform: It is recommended that you use Office 2007 (or 2010) on a Windows computer for this class.

Academic Honesty Policy: refer to Student Handbook.

Learning Disabilities: Students who wish to request accommodations in this class for a disability should contact Mr. Joe Kempfer, Assistant Director of Learning Services for Disability Support, 1307 Main Street (extension 1510). Accommodations cannot be provided until authorization is received from the office of Learning Services.

Grade Scale: A(94-100), A-(90-93), B+(87-89), B(84-86), B-(80-83), C+(77-79), C(74-76), C-(70-73), D(64-69), F(0-63)

Grading:

20%	Homework Assignments (10 assignments)
20%	Capstone Exercises (4 exercises: Word, PowerPoint, Excel, Access)
20%	Exam #1 - Word / PowerPoint
20%	Exam #2 - Excel
20%	Exam #3 - Access
0%	Attendance
100%	TOTAL

Grading Judgment: It is within the instructor's purview to apply qualitative judgment in determining grades for an assignment or for a course.

Attendance: Attendance and participation in class discussion is expected each week. Lack of attendance will not decrease your grade, however perfect (or near perfect) attendance may increase a borderline grade. If you are going to be absent, e-mail the instructor immediately.

Blackboard: Blackboard will be utilized heavily in this class. To access the course, log into <http://blackboard.moravian.edu> with your Moravian network username/password (same as your Moravian e-mail). Syllabus, lab exercises, homework assignments, capstone exercises, helpful document and links, and your grades can all be found within the class course shell in Blackboard. Assignments and exercises must also be submitted via Blackboard for grading.

Lab Exercises: Lab Exercises will be worked on during class time. It is OK to work together or ask for help from other classmates when working on lab exercises. These are not graded.

Homework Assignments and Capstone Exercises: Graded assignments will appear under the "Homework / Capstone" page in Blackboard. Assignments and exercises are due each Sunday. Submit completed files electronically via Blackboard. Homework and Capstone are individual (not group) assignments that are graded. Late assignments will not be accepted and will receive a grade of 0.

myITlab (<http://www.myitlab.com>): This is an online learning tool provided by the textbook. It provides extra practice exercises as well as "how to" videos. The site will be used for some lab exercises and homework. Additionally it is suggested the site be used for extra practice and self-learning. The access code for the website came with your textbook from the bookstore. If you did not purchase the textbook from the Moravian College Bookstore, you can purchase an access code from <http://www.myitlab.com> and then click on "Don't have an access code? Learn how to obtain one >"

Course Schedule of Topics, Labs, Assignments

Week #	Date	Topic	Chapters in Textbook	Lab Exercises (in class)	Assignment (due Sunday of that week) in Blackboard
1	1/18/11	Word & web design	Word Ch. 1, 2, 3, 4		Capstone Exercise #1
2	1/25/11	PowerPoint – Intro & Development	PowerPoint Ch. 1, 2	Lab Exercises #1	Homework #1
3	2/1/11	PowerPoint – Design & Multimedia	PowerPoint Ch. 3, 4	Lab Exercises #2	Capstone Exercise #2
4	2/8/11	EXAM #1 – Word/PowerPoint			Homework #2
5	2/15/11	Excel - Introduction	Excel Ch. 1	Lab Exercises #3	Homework #3
6	2/22/11	Excel – Formulas and Functions	Excel Ch. 2	Lab Exercises #4	Homework #4
7	3/1/11	Excel - Charts	Excel Ch. 3	Lab Exercises #5	Homework #5
8	3/8/11	SPRING RECESS – NO CLASS			
9	3/15/11	Excel – Large Worksheets and Tabs	Excel Ch. 4	Lab Exercises #6	Homework #6
10	3/22/11	Excel – advanced uses			Capstone Exercise #3
11	3/29/11	EXAM #2 – Excel			Homework #7
12	4/5/11	Access - Introduction	Access Ch. 1	Lab Exercises #7	Homework #8
13	4/12/11	Access – Relational Databases & Queries	Access Ch. 2	Lab Exercises #8	Homework #9
14	4/19/11	Access – Customize & Analyze Query Data	Access Ch. 3	Lab Exercises #9	Homework #10
15	4/26/11	Access – Create & Edit Calculations in Reports	Access Ch. 4	Lab Exercises #10	Capstone Exercise #4
16	5/3/11	EXAM #3 – Access			

* This syllabus, its contents, the course schedule, assignments, exam dates, or anything else are subject to change throughout the semester but will be updated and posted in Blackboard if changed. The entire class will be notified via e-mail if a change is made and posted in Blackboard.