



**MGMT 211.2: Applied Information Management  
SYLLABUS**

*Fall 2011*

last updated 8/29/2011

**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; Mondays (August 29, 2011 to December 12, 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 2010 Vol. 1  
**(required)** with book CD-ROM  
Robert Grauer, Poatsy, Mulbery, Hulett, Krebs, Mast  
Prentice Hall (Pearson)  
Copyright 2011  
ISBN-13: 978-0-13-612232-6

**Platform:** Office 2010 on a Windows computer. It is not recommended that you use Office 2007, 2008, 2011 or a Macintosh computer for this course.

**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 (9 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 / AMOS). 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.

**Network Course Folder:** <\\pawn\courses\2011Fall\MGMT2112> (on the X: Drive)

A copy of the Student Resources CD-ROM is located on the X Drive in the MGMT2112 Course folder. Should you lose your CD-ROM, you can get the files off the network.

## Course Schedule of Topics, Labs, Assignments

<b>Week #</b>	<b>Date</b>	<b>Topic</b>	<b>Chapters in Textbook</b>	<b>Lab Exercises (in class)</b>	<b>Assignment (due Sunday of that week) in Blackboard</b>
<b>1</b>	8/29/11	Word	Word Ch. 1, 2, 3, 4		Capstone Exercise #1
<b>2</b>	9/5/11	<b>LABOR DAY – NO CLASS</b>			
<b>3</b>	9/12/11	PowerPoint – Intro & Development	PowerPoint Ch. 1, 2	Lab Exercises #1	Homework #1
<b>4</b>	9/19/11	PowerPoint – Design & Media Tools	PowerPoint Ch. 3, 4	Lab Exercises #2	Capstone Exercise #2
<b>5</b>	9/26/11	<b>EXAM #1 – Word/PowerPoint</b>			Homework #2
<b>5</b>	10/3/11	Excel - Introduction	Excel Ch. 1	Lab Exercises #3	Homework #3
<b>6</b>	10/10/11	<b>FALL RECESS – NO CLASS</b>			
<b>7</b>	10/17/11	Excel – Formulas and Functions	Excel Ch. 2	Lab Exercises #4	Homework #4
<b>8</b>	10/24/11	Excel - Charts	Excel Ch. 3	Lab Exercises #5	Homework #5
<b>9</b>	10/31/11	Excel – Datasets & Tables	Excel Ch. 4	Lab Exercises #6	Capstone Exercise #3
<b>10</b>	11/7/11	<b>EXAM #2 – Excel</b>			Homework #6
<b>11</b>	11/14/11	Access - Introduction	Access Ch. 1	Lab Exercises #7	Homework #7
<b>12</b>	11/21/11	Access – Relational Databases & Queries	Access Ch. 2	Lab Exercises #8	Homework #8
<b>13</b>	11/28/11	Access – Customize & Analyze Query Data	Access Ch. 3	Lab Exercises #9	Homework #9
<b>14</b>	12/5/11	Access – Forms & Reports	Access Ch. 4	Lab Exercises #10	Capstone Exercise #4
<b>15</b>	12/12/11	<b>EXAM #3 – Access</b>			

\* 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.