



MORAVIAN COLLEGE

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## **MGMT 211.2: Applied Information Management SYLLABUS**

*Spring 2014*

last updated 1/13/2014

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**Office:** CIT Main Office - 120 West Greenwich St. (across from Campus Safety)  
**Office Hours:** Monday to Friday: 9:00 am - 4:30 pm  
*e-mail to schedule a meeting time*

**Course Time:** 6:30 pm - 8:00 pm; Mondays (January 13, 2014 to April 28, 2014)

**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, Second Edition  
**(required)** Robert Grauer, Poatsy, Mulbery, Hulett, Krebs, Mast  
Prentice Hall (Pearson)  
Copyright 2013  
ISBN-13: 978-0-13-287360-4

**Platform:** Office 2010 on a Windows computer. You may NOT use other versions of Office or a Macintosh computer for this course (includes Office 2003, 2004, 2007, 2008, 2011, 2013).

**Academic Honesty Policy:** Academic dishonesty will not be tolerated. Rules and procedures related to violations can be referenced in the Student Handbook.

**Learning Disabilities:** Students who wish to request accommodations in this class for a disability should contact Elaine Mara, assistant director of learning services for academic and disability support at 1307 Main Street, or by calling 610-861-1510. Accommodations cannot be provided until authorization is received from the Academic Support Center.

**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 (8 assignments)  
20% Capstone Exercises (4 exercises: Word, PowerPoint, Excel, Access)  
20% Exam #1 - Word / PowerPoint  
25% Exam #2 - Excel  
15% Exam #3 - Access  
**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. Attendance is recorded weekly and based on you being at class for the entire duration of the course time. If you are going to be absent, e-mail the instructor before the absence occurs.

**Google Drive:** Google Drive is required for this course. The "Student Data Files" from the textbook's companion website must be downloaded to your Google Drive. All files you work on throughout this course should be saved to your Google Drive (in the appropriate folder). NEVER save files to the lab computer's hard drive. DO NOT convert files to Google Doc format. Save with a docx, .pptx, .xlsx, .accdb file extension.

**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 AMOS). Syllabus, hands-on exercises, homework assignments, capstone exercises, helpful document and links, and your grades can all be found within the class course shell in Blackboard.

**Hands-On Exercises (In Class):** Hands-On Exercises from the book will be worked on during the second half of each class. It is OK to work together or ask for help from other classmates when working on these "in class" 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. Save completed files electronically to the appropriate shared folder on your Google Drive. Homework and Capstone are individual (not group) assignments that are graded. **Late assignments will not be accepted and will receive a grade of 0.**

**Checking Your Moravian Email:** Email is used to communicate to you about this Course. You are expected to check your Moravian Email and are responsible for emails sent to you.

**Workload:** Students should expect to work a minimum of three hours on outside-of-class activities including: reading, preparation, and homework / capstone exercises.

## Course Schedule of Topics, Hands-On Exercises, Assignments

<b>Week #</b>	<b>Date (Monday)</b>	<b>Topic</b>	<b>Chapters in Textbook</b>	<b>Hands-On Exercises (in class)</b>	<b>Assignment (due Sunday of that week) <i>In your Google Drive</i></b>
<b>1</b>	1/13/14	Introduction, Setup, etc.		Google Drive setup	Homework #1
<b>2</b>	1/20/14	<b>MARTIN LUTHER KING DAY – NO CLASS</b>			
<b>3</b>	1/27/14	Word PowerPoint – Intro & Development	Word Ch. 1, 2, 3, 4 PowerPoint Ch. 1, 2	Week #3 Hands-On Exercises	Capstone Exercise #1
<b>4</b>	2/3/14	PowerPoint – Design & Media Tools	PowerPoint Ch. 3, 4	Week #4 Hands-On Exercises	Capstone Exercise #2
<b>5</b>	2/10/14	<b>EXAM #1 – Word/PowerPoint</b>			Homework #2
<b>6</b>	2/17/14	Excel - Introduction	Excel Ch. 1	Week #6 Hands-On Exercises	Homework #3
<b>7</b>	2/24/14	Excel – Formulas and Functions	Excel Ch. 2	Week #7 Hands-On Exercises	Homework #4
<b>8</b>	3/3/14	<b>SPRING RECESS – NO CLASS</b>			
<b>9</b>	3/10/14	Excel - Charts	Excel Ch. 3	Week #9 Hands-On Exercises	Homework #5
<b>10</b>	3/17/14	Excel – Datasets & Tables	Excel Ch. 4	Week #10 Hands-On Exercises	Capstone Exercise #3
<b>11</b>	3/24/14	<b>EXAM #2 – Excel</b>			Homework #6
<b>12</b>	3/31/14	Access - Introduction	Access Ch. 1	Week #12 Hands-On Exercises	Homework #7
<b>13</b>	4/7/14	Access – Relational Databases & Queries	Access Ch. 2	Week #13 Hands-On Exercises	Homework #8
<b>14</b>	4/14/14	Access – Customize & Analyze Query Data	Access Ch. 3	Week #15 Hands-On Exercises	Capstone Exercise #4
<b>15</b>	4/21/14	Advanced uses of Access and Excel	Not in book		
<b>16</b>	4/28/14	<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.