

MGMT 211.2: Applied Information Management SYLLABUS

Fall 2014

last updated 8/25/2014

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Office Hours: Mondays before and after class in PPHAC 113

Course Time: 6:30 pm - 8:00 pm; Mondays (August 25, 2014 to December 13, 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 must contact Ms. Elaine Mara, assistant director of academic support services for academic and disability support, at the lower level of Monocacy Hall, or by calling 610-861-1401. 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 (9 assignments)
15%	Capstone Exercises (4 exercises: Word, PowerPoint, Excel, Access)
10%	Attendance / Class Participation / Hands-On Exercises
20%	Exam #1 - Word / PowerPoint
20%	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. If you are going to be absent, e-mail the instructor before the absence occurs.

Google Drive: Google Drive is utilized heavily in this class. The "Student Data Files" from the textbook's companion website have been shared to you via Google Drive by the Instructor. All files you work on throughout this course should be saved in 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 is 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 graded for completion, not correctness.

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 in 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.**

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

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.

Course Schedule of Topics, Hands-On Exercises, Assignments

Week #	Date (Monday)	Topic	Chapters in Textbook	Hands-On Exercises (in class)	Assignment (due Sunday of that week) <i>In your Google Drive</i>
1	8/25/14	Introduction, Setup, etc.		Google Drive setup	Homework #1
2	9/1/14	Word	Word Ch. 1, 2, 3, 4	Week #2 Hands-On Exercises	Capstone Exercise #1
3	9/8/14	PowerPoint – Intro & Development	PowerPoint Ch. 1, 2	Week #3 Hands-On Exercises	Homework #2
4	9/15/14	PowerPoint – Design & Media Tools	PowerPoint Ch. 3, 4	Week #4 Hands-On Exercises	Capstone Exercise #2
5	9/22/14	EXAM #1 – Word/PowerPoint			Homework #3
6	9/29/14	Excel - Introduction	Excel Ch. 1	Week #6 Hands-On Exercises	Homework #4
7	10/6/14	Excel – Formulas and Functions	Excel Ch. 2	Week #7 Hands-On Exercises	Homework #5
8	10/13/14	FALL BREAK – NO CLASS			
9	10/20/14	Excel - Charts	Excel Ch. 3	Week #9 Hands-On Exercises	Homework #6
10	10/27/14	Excel – Datasets & Tables	Excel Ch. 4	Week #10 Hands-On Exercises	Capstone Exercise #3
11	11/3/14	EXAM #2 – Excel			Homework #7
12	11/10/14	Access - Introduction	Access Ch. 1	Week #12 Hands-On Exercises	Homework #8
13	11/17/14	Access – Relational Databases & Queries	Access Ch. 2	Week #13 Hands-On Exercises	Homework #9
14	11/24/14	Access – Customize & Analyze Query Data	Access Ch. 3	Week #14 Hands-On Exercises	Capstone Exercise #4
15	12/1/14	Access – Forms & Reports	Access Ch. 4	Week #15 Hands-On Exercises	
16	12/8/14	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.