



MORAVIAN COLLEGE

FOUNDED 1784

**MGMT 211.2: Applied Information Management  
SYLLABUS**

*Fall 2015*

last updated 8/31/2015

**Instructor:** Scott Best  
sbest@moravian.edu  
610-360-6024

**Office Hours:** Mondays before and after class in PPHAC 113

**Course Time:** 6:30 pm - 8:00 pm; Mondays (August 31, 2015 to December 14, 2015)

**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 advanced skills on the use of Microsoft Word, PowerPoint, Excel, Access
2. Understand how Excel is used in the business environment and how to use it effectively in management
3. Understand how Access is used in the business environment and how to use it effectively in management
4. Develop advanced skills of using spreadsheets and databases to aid in problem solving
5. Understand how to utilize online resources to solve Microsoft Office issues and questions

**Textbook:** Exploring Microsoft Office 2013 Plus  
**(required)** Mary Anne Poatsy, etc.  
Prentice Hall (Pearson)  
Copyright 2014  
ISBN-13: 978-0-13-341216-1

**Platform:** Office 2013 on the Windows operating system.  
You may NOT use other versions of Office or the Macintosh operating system for this course (includes Office 2003, 2004, 2007, 2008, 2010, 2011, 2016).

**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 Mrs. Laurie Roth, Director of Academic & Disability Support, located on the first floor of Monocacy Hall (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%	Practice Exercises & Essays (10 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%	<b>TOTAL</b>

**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, Email the instructor before the absence occurs. [sbest@moravian.edu](mailto:sbest@moravian.edu)

**Google Drive:** Google Drive is utilized heavily in this class. All course materials are located in the **MGMT 211 Course Materials** folder shared on Google Drive. This includes: Hands-On Exercises (In Class) assignments, Practice Exercises and Capstone Exercises (Homework) assignments, Resources, Student Data Files, Syllabus, and Textbook information. 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 to record grades and attendance. To access the course, log into <http://blackboard.moravian.edu> with your Moravian network username/password.

**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.

**Practice Exercises and Capstone Exercises (Homework):** Graded homework assignments are listed in the **Practice Exercises and Capstone Exercises (Homework)** folder in **MGMT 211 Course Materials** folder on Google Drive. Homework assignments are due each Sunday. Save completed files electronically to the appropriate shared folder in your Google Drive. These 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, practice exercises, essays, and 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, Homework Assignments

Week #	Date (Monday)	Topic	Chapters in Textbook	Hands-On Exercises (in class)	Homework Assignment (due Sunday of that week) <i>In your Google Drive</i>
1	8/31	Introduction, Syllabus, Google Drive Setup, etc.		Week #1 Google Drive setup	Week #1 - Essay
2	9/7	Word	Word Ch. 1, 2, 3, 4	Week #2 Hands-On Exercises	Week #2 - Capstone Exercise
3	9/14	PowerPoint	PowerPoint Ch. 1, 2	Week #3 Hands-On Exercises	Week #3 - Capstone Exercise
4	9/21	<b>EXAM #1 – Word/PowerPoint</b>			Week #4 - Essay
5	9/28	Excel – Introduction / Formulas and Functions	Excel Ch. 1, 2	Week #5 Hands-On Exercises	Week #5 – Practice Exercise
6	10/5	Excel – Charts	Excel Ch. 3	Week #6 Hands-On Exercises	Week #6 – Practice Exercise
7	10/12	FALL RECESS – NO CLASS			
8	10/19	Excel – Datasets and Tables	Excel Ch. 4	Week #8 Hands-On Exercises	Week #8 – Practice Exercise
9	10/26	Excel – Subtotals, PivotTables, PivotCharts	Excel Ch. 5	Week #9 Hands-On Exercises	Week #9 – Practice Exercise
10	11/2	Excel – What-If Analysis	Excel Ch. 6	Week #10 Hands-On Exercises	Week #10 – Practice Exercise
11	11/9	Excel – Specialized Functions	Excel Ch. 7	Week #11 Hands-On Exercises	Week #11 – Practice Exercise
12	11/16	Excel – Statistical Functions	Excel Ch. 8	Week #12 Hands-On Exercises	Week #12 – Capstone Exercise
13	11/23	<b>EXAM #2 – Excel</b>			Week #13 - Essay
14	11/30	Access – Introduction / Tables and Queries	Access Ch. 1, 2	Week #14 Hands-On Exercises	Week #14 – Practice Exercise
15	12/7	Access – Customize, Analyze Query Data	Access Ch. 3	Week #15 Hands-On Exercises	Week #15 - Capstone Exercise
16	12/14	<b>EXAM #3 – Access</b>			Online Course Survey

\* This syllabus, its contents, the course schedule, assignments, exam dates, or anything else are subject to change throughout the semester and will be updated in Google Drive if changed. The entire class will be notified via your Moravian Email address of any changes made.