



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

Spring 2016

last updated 1/18/2015

Instructor: Scott Best
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Office Hours: Mondays before and after class in PPHAC 113

Course Time: 6:30 pm - 8:00 pm; Mondays (January 18, 2016 to May 2, 2016)

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 the Academic Support Center, located in 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%	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%	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, Email the instructor before the absence occurs. sbest@moravian.edu

Google Drive: Google Drive is utilized heavily in this course. 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	1/18	Introduction, Syllabus, Google Drive Setup, etc.		Week #1 Google Drive setup	Week #1 - Essay
2	1/25	Word	Word Ch. 1, 2, 3, 4	Week #2 Hands- On Exercises	Week #2 - Capstone Exercise
3	2/1	PowerPoint	PowerPoint Ch. 1, 2	Week #3 Hands- On Exercises	Week #3 - Capstone Exercise
4	2/8	EXAM #1 – Word/PowerPoint			Week #4 - Essay
5	2/15	Excel – Introduction / Formulas and Functions	Excel Ch. 1, 2	Week #5 Hands- On Exercises	Week #5 – Practice Exercise
6	2/22	Excel – Charts	Excel Ch. 3	Week #6 Hands- On Exercises	Week #6 – Practice Exercise
7	2/29	Excel – Datasets and Tables	Excel Ch. 4	Week #8 Hands- On Exercises	Week #7 – Practice Exercise
8	3/7	SPRING RECESS – NO CLASS			
9	3/14	Excel – Subtotals, PivotTables, PivotCharts	Excel Ch. 5	Week #9 Hands- On Exercises	Week #9 – Practice Exercise
10	3/21	Excel – What-If Analysis	Excel Ch. 6	Week #10 Hands- On Exercises	Week #10 – Practice Exercise
11	3/28	Excel – Specialized Functions	Excel Ch. 7	Week #11 Hands- On Exercises	Week #11 – Practice Exercise
12	4/4	Excel – Statistical Functions	Excel Ch. 8	Week #12 Hands- On Exercises	Week #12 – Capstone Exercise
13	4/11	EXAM #2 – Excel			Week #13 - Essay
14	4/18	Access – Introduction / Tables and Queries	Access Ch. 1, 2	Week #14 Hands- On Exercises	Week #14 – Practice Exercise
15	4/25	Access – Customize, Analyze Query Data	Access Ch. 3	Week #15 Hands- On Exercises	Week #15 - Capstone Exercise
16	5/2	EXAM #3 – Access			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.