

**SYLLABUS**  
**MG 211.2 APPLIED INFORMATION MANAGEMENT - SPRING 2005**

**COURSE TIME:** 8:00AM-10:00AM - WEDNESDAY - MEMORIAL 202

**INSTRUCTOR:** MICHAEL J. KLATCHAK

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**OFFICE HOURS:** One half hour before or after class or by special appointment.

**COURSE OBJECTIVE:** To explore the use of the micro computer in solving problems utilizing spread sheets and databases in the Windows environment. Utilizing the spread sheet environment of EXCEL we will solve problems using what if analysis and Goal Seeking. To automate tasks in EXCEL the visual basic command recorder will be used to create macros. We will look at the data base capabilities of EXCEL. Continuing with more data base functions we will explore the use of Microsoft ACCESS to build a database, create an input form, develop SQL (Structured Query Language) to find specific information and finally create the necessary reporting. POWER POINT presentation and WWW software will be the final applications covered to look at the building and integrating of presentations. It is expected that a complete working knowledge of the Windows Operating system (98, ME, NT, XP or 2000) as well as the basic fundamentals of building a spread sheet and data base have been mastered as a pre requisite to this course.

**COURSE GRADING:**

Exam 1	25%
Exam 2	25%
Homework	25%
Final Exam	<u>25%</u>
Total	100%

**HOMEWORK:** All homework is due on the dates as assigned and is worth 15 points each. Homework turned in late will have 1 point deducted for each day it is late. If you know that you will have a conflict in turning homework in on time, it is **your responsibility** to clear it with the instructor so late points will not be deducted. All students are expected to adhere to the college policy on academic honesty as outlined in the Student Handbook accessible on the Moravian Web Page. In particular, you must **do your own work** for anything to be handed in and graded. It is O.K. to ask/work with other people in the lab, however, you must type your own solution to each problem/exercise.

**TEXT BOOKS:**

**APPLIED INFORMATION MANAGEMENT - MG 211.2**, Extracted from Volume I and II of Timothy J. O'Leary and Linda I. O'Leary, Irwin/McGraw-Hill, 2002, ISBN 0-390-34099-5.

**PLEASE MAKE SURE YOU PURCHASE 2-3 ½ " HIGH DENSITY FLOPPY DISKS TO STORE YOUR HOME WORK ASSIGNMENTS. YOU MAY ALSO USE YOUR PERSONAL DRIVE ON THE NETWORK.**

*Please note that this is a tentative syllabus and is subject to change as the course progresses through the semester.*

**Week 1 (JAN 12, 2005):** CHARTING WORKSHEET DATA - Pages Ex 2.1 - 2.58. Overview of how to select and create a chart. Assignment due for week 2 is Step by Step lab exercise 1, page Ex 2.64, Charting US Home Values and lab exercise 2, Bengal Tiger Populations, page Ex2.65.

**Week 2 (JAN 19, 2005):** MANAGING AND ANALYZING A WORKBOOK - Pages EX 3.1 - 3.51.

Objectives include: spell checking, paste function, absolute references, copy move and name sheets, auto fill, panes, what-if and goal seek, printing and custom headers and footers. Assignment due for week 3 is

exercise 2 Forecasting Sales page EX 3.61 and lab exercise 4 Calculating Total Points and GPA page EX 3.63-3.64.

**Week 3 (JAN 26, 2005): USING SOLVER, CREATING TEMPLATES, AND EVALUATING SCENARIOS** - Pages Ex 4.1 - 4.43. We will learn how to use the solver, create templates, link workbooks and use scenarios. Assignment due for week 4 is lab exercise 2 Adventure Travel Tours Revenue Analysis page Ex 4.51 -4.52 and lab exercise 3 Personal Budget Analysis page Ex4.52-4.53.

**Week 4 (FEB 2, 2005): USING DATA TABLES, CREATING MACROS AND DESIGNING ONSCREEN FORMS** - Pages Ex 5.1 - 5.47. We will look at functions, create a data table to store multiple values, and use visual basic to create a macro. Assignment due week 5 is lab exercise 1 page Ex 5.56 Animal Rescue Foundation Volunteer Rewards and an optional extra credit problem (worth 5 extra points) exercise 4 page EX5.59-5.60 Currency Exchange Calculator (**hint review book pages ex 5.1-5.27**).

**Week 5 (FEB 9, 2005): EXAM 1** and homework due from week 4.

**Week 6 (FEB 16, 2005) NOTE THAT MID-TERM IS FRIDAY, FEB 25, 2005: CREATING A DATABASE** - Pages AC 1.1 - 1.59. Objectives are to plan and create a database understanding the field types and structure requirements. Assignment due week 7 is lab exercise 1 page ac 1.68-1.69 Creating a Client Database. You will need this file for week 7 to continue with the database. Note: when printing adjust the margins to .25 inch and the paper orientation to landscape - this should print the assignment on one page your name will be one of the records in the data base.

**Week 7 (FEB 23, 2005): MODIFYING A TABLE AND CREATING A FORM** - Pages Ac 2.1 - 2.43. Objectives in this part of ACCESS will involve setting default field values, adding validity checks and creating a form for ease of data entry and query. Assignment due week 8 is lab exercise 1 Modifying the Client Database and Creating a Client Form page Ac 2.52-2.53. You will need the file from week 6. Also only print the form with your name on it by opening that record on the screen in the form and then selecting file print and the selected form radio button that appears in the print dialog box.

**Week 8 & 9 (MAR 2, 2005 & MAR 16, 2005 - NOTE MAR 9, 2005 NO CLASS SPRING BREAK WEEK): ANALYZING DATA AND CREATING REPORTS** - Pages Ac 3.1 - 3.49. Objectives are to use ACCESS tools to find the data and organize it on to a report. Assignment is a continuation of the data base built in week 6 and 7 and is due week 10 found on page ac 3.58 exercise 1 Filtering a Database and creating a report of the filtered information. The additional part of the assignment not in the book is to create a query of the data base for Client #, First Name, Last Name, and Birth Date and filter for records greater than 1/1/65. Use this query to create a report - Make sure the titles reflect the data that is displayed on the report. Print the SQL contained in the query by selecting the query and the menu item View, SQL view. Select the data by high lighting it and pasting it to a word document so you can print. Make sure your name and exercise number is typed on the document. Don't forget to change the view in access back to table view from the SQL view.

**Week 10 (MAR 23, 2005): EXAM 2** and homework from week 9 due.

**Week 11 (MAR 30, 2005): CREATING A PRESENTATION** - Pages Pp 1.1 - 1.59. Objective will be to learn how to create a presentation. Assignment due week 12 is lab exercise 1 Balancing Work/Life page Pp 1.67, You will use this file again next week.

**Week 12 (APR 6, 2005): MODIFYING AND REFINING A PRESENTATION** - Pp 2.1 - 2.61. Objectives include find and replace, modify graphics, change slide and title masters, control and annotation. Assignment due week 13 is lab exercise 1 page pp 2.70 - 2.71 Enhancing the Work/Life Presentation.

**Week 13-14 (APR 13, 2005 AND APR 20, 2005): CREATING A WEB SITE** - Wd 6.1 - 6.51. Objective will be to take a look at what is necessary to design a web site using Microsoft Word as the WEB editor. Assignment will be handed out in class and is due on April 20, 2005.

**Week 15: (APR 27, 2005) Final Review.**