



LAB COURSE SYLLABUS

BADM 064 – Section 37 MANAGEMENT INFORMATION SYSTEMS TECHNOLOGY Spring 2007

Section Information	
	Lab
Section	37
Day	Wednesdays, 11:10am-1:00pm
Room	Duques 350
Instructor	Sergey Ivanov, Ph.D.
E-Mail	sergey@gwu.edu
Instant Messenger	sergeyqw@gmail.com
Telephone	703-726-8314 office / 202-302-4282 wireless
Office Location	Funger 515
Office Hours	Wednesdays 1pm – 3pm & by appointment

There are 14 sessions of the class.

Course Overview

Over the course of the semester, we will engage your critical thinking and creativity to explore how business organizations can exploit information and technology for competitive advantage and growth. Delivered through a mix of case studies, theory and hands-on exercises, we will discover how business and technology meet to solve business problems. The course consists of two synchronized components a classroom lecture and a hands-on laboratory.

Pre-Requisites for BADM64

This course assumes a basic proficiency in using a computer for everyday productivity. A listing of the exact programs and skills expected are on the last page of this syllabus.

Lab Course Format

The primary format of the lab is hands-on exercises in a computer lab. Handouts will be provided as needed. The lab covers web publishing, Blackboard, Internet research, and Microsoft Office software: Word, PowerPoint, Excel and Access.

Required Reading - Lab

None

Assignment Submission:

Please e-mail the completed assignments to the instructor at sergey@gwu.edu.

Blackboard and Web:

All assignments are available on the instructor's web site: <http://home.gwu.edu/~sergey>. The instructor may use Blackboard for quizzes: <http://blackboard.gwu.edu>.

Class Conduct:

Please be respectful of others in the classroom. Give all speakers your complete attention. Turn off all electronic devices (cell phones, watches, etc). Remain quiet if you finish an assignment earlier than others.

Evaluation Components - Lab

The lab is 25% of your BADM64 grade. Students are expected to do individual, independent work in the lab. Student grades (0-100) will be based on the following:

Attendance	20
PowerPoint: Homework	15
Excel: Quiz	25
Access: Homework	10
Access: Quiz	15
Web Page Development : Homework	15
Total	100

Attendance: Attendance is mandatory. Attendance will be taken at the beginning of each class. The university accommodates religious holidays as excused absences. Please notify all instructors at the beginning of the semester of any anticipated religious holiday absences.

Homework:

Homework assignments are based on software learned in class. The student is expected to meet the objectives of each assignment. Please remember that homework is due at the beginning of each class. Late homework will not be accepted.

Quizzes:

THERE WILL BE NO MAKEUP FOR QUIZZES. Please schedule travel plans accordingly. If you anticipate missing a scheduled quiz day due to a religious holiday, please notify your instructor at the beginning of the semester.

Policies - Lab

Religious Holiday Policy: The university policy regarding religious holidays is that it is the student's responsibility to notify faculty during the first week of the semester of their intention to be absent from class on their day(s) of religious observance. The faculty continues to extend to these students the courtesy of absence without penalty on such occasions, including permission to make up examinations.

Disability Policy: Any student who needs an accommodation based on the impact of a disability should contact the Office of Disability Support Services (Marvin Center 242) at 202-994-8250. The DSS will contact the professor. You must inform both your BADM64 lab and lecture professor about any accommodations that DSS recommends.

Honor Code: Students are to adhere to the Code of Student Conduct, and other policies and regulations as adopted and promulgated by appropriate University authorities. Copies of these documents may be obtained from the Office of the Dean of Students or from the offices of the academic deans. Students violating the Code of Student Conduct will be dismissed from class and will receive an "F" for the course.

Collaboration: Students are encouraged to work with each other to discuss and solve problems.

LAB SESSIONS OVERVIEW				
Session	Date	Topic	Due	Lab Homework
1	Jan 17	Introduction, Blackboard, Account Setup, Web, Word, File Management, Zip, PDF		
2	Jan 24	Web 1		Build your website
3	Jan 31	Web 2		Build your website
4	Feb 7		Web Presentations	
5	Feb 14	MS Excel 1		
-	Feb 21	<i>OFF – no class; the instructor is on ANSI H2 Database meeting in San Diego, CA</i>		
6	Feb 28	MS Excel 2		
7	Mar 7		MS Excel Quiz	
-	Mar 14	<i>Spring Break – Have fun!!</i>		
8	Mar 21	MS Access 1		Build MS Access database
9	Mar 28	MS Access 2	MS Access HW	
10	Apr 4		MS Access Quiz	
11	Apr 11	PowerPoint		Prepare PowerPoint
12	Apr 18	Tour of the GWU Datacenter		
13	Apr 25		PowerPoint HW	

Detailed Pre-Requisites

You are responsible for being proficient in these basic skills during this course. If any of these skills seem unfamiliar to you, please take steps to increase your capabilities. Practice and exploration is an effective way to become comfortable with technology. The BADM64 lab will build on these basic skills. Gelman Library offers introductory computer-based training classes and there is a technology training group <http://my.gwu.edu/mod/schedule/training/search.cfm>.

Operating System and General Computing Skills:

- Understanding and Using Help
- Locating documents on the hard drive and using My Computer
- Moving, copying, renaming and deleting files
- Creating, modifying, deleting, and renaming folders
- Launching applications
- Maximize and minimize windows
- Download/upload files from different directories and drives
- Using removable disk media
- Cut, copy, paste

WORD:

- Create New File, Open, Close, Save, Save As File
- Change font attributes (bold, underline, italics, style, point size)
- Change paragraph attributes (Justification, Line spacing)
- Print, print preview, adjusting margins through page settings
- Spell check and Grammar

EXCEL:

- Create New File, Open, Close, Save, Save As File
- Enter Information: text, numbers, dates
- Basic cell formatting and alignment

POWERPOINT:

- Create New File, Open, Close, Save, Save As File

ACCESS:

- None