

PAD 666
Computer Applications in Public Administration
Prof. Gregory Saxton, PhD

Class Hours: Mon. 5:30 – 8:30p.m., Metro Center
Instructor's Office: Faculty Office Building, Room 241
Office Hours: ½-hour before and ½-hour after each class (and by appointment)
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Overview of the Course

The efficient and effective management of information has grown increasingly vital to the successful operation of today's public and nonprofit organizations. Fortunately, recent advances in computing technology have led to the development of many exciting tools for those involved in managing those organizations. This intermediate-level class is designed to introduce the student to several of the most powerful of these tools while simultaneously enhancing those skills you already possess.

Please note that it is impossible for me to estimate beforehand what the typical skill level of each student shall be. For this reason, we may be able to expand (or be forced to contract) the number of topics completed during the semester. That said, I anticipate that we should be able to cover the following topics:

- Creating brochures and on-line newsletters using Microsoft *Publisher*
- Using *file transfer protocol* to upload files to the Internet.
- File management and virus protection
- Enhanced familiarity with the common *Office 2000* environment
- Using maps in *Outlook* and *Excel*
- Intermediate skills in Microsoft *Excel*
- Familiarization with a variety of information-management tools in *Outlook*
- The creation of forms in *Outlook*, *Word* and *Excel*
- The use of images from scanners and the Internet
- Intermediate and advanced *Power Point* features
- The creation of templates and formatted tables of contents in Microsoft *Word*
- Familiarization with Microsoft *Small Business Tools*
- Creation of web documents from *Word*, *Excel*, *Power Point*, *Outlook* and *Publisher*
- Planning a fund-raiser for a nonprofit organization using many of the *Office 2000* elements.
- Introduction to the powerful web-authoring application, *Dreamweaver*.

Course Objectives

The material in this course reflects the MPA program's mission to combine the conceptual and practical application of administrative knowledge (Mission element #1A) and to improve skills in information technology (Mission element #2B). Specifically, by the end of the semester, all students who have been fully engaged in the course material should have significantly improved their skills in all of the Microsoft Office applications.

Course Materials

- Halverson, Michael and Michael Young. 1999. *Running Microsoft Office 2000 Professional*. Redmond, WA: Microsoft Press. 1279 pages.

Course Web Page <http://www.acs.brockport.edu/~gsaxton/pad666.htm>

This page contains an electronic version of the syllabus through which electronic readings and materials are accessible. All updates on course material will also be available at this site. A variety of educational and research tools will also be available.

Software

We are constrained by college policy with regards to software. The instructor cannot give away software used in the course. Academic data processing make software available in college labs. Please spend some time to get acquainted with ACS. The Department of Public Administration uses Microsoft products, especially those contained in the Professional version of Office as horizontal software. Other software availability and use is through ACS.

Assignments & Grading

- 20% Power Point Presentation
- 20% Class Participation
- 30% In-Class and Take-Home Assignments
- 30% Student Portfolios

Participation

Active participation in the classroom is an essential element of all graduate classes. For optimal results, it is imperative that you complete all assigned readings and come to class ready to participate.

Homework and In-Class Exercises

During each class session you will be asked to complete several in-class assignments. You should turn in these exercises at the end of each class period. There will also be frequent take-home assignments, which will be due at the *beginning* of the next class period.

Power Point Presentation

Each student (either individually or in groups) will be required to prepare a 15-20 minute presentation designed to teach the class a specific computer skill.

Final Portfolio

Throughout the semester, students will be working on a number of assignments (brochures, newsletters, spreadsheets, etc.) that will be included in your individual portfolios. This material will be “packaged” in the web sites that all of us will be setting up later in the semester.

Grading Scale

- 85% - 100% = A
- 80% - 84.9% = A-
- 75% - 79.9% = B+
- 70% - 74.9% = B
- 60% - 69.9% = C
- Below 60% = E

Make-up Policy

Make-up assignments will be given only to students with medical or personal emergencies with appropriate documentation. If an emergency arises, you need to contact me *before* the assignment or exam is due. I will be strict on this policy. If you fail to communicate with me (in person, via e-mail, or voice mail) prior to the due date, you will receive a grade of 0 for that exam or assignment. The make-up assignment will be different and more difficult than the original. There will be no make-ups for in-class exercises or the class presentation.

Late Assignments

Assignments are due at *the start* of class on the due date. Assignments that are turned in after this will receive an immediate penalty of 5%, with an additional 5% penalty per day.

Incompletes

The Department of Public Administration's policy is that incompletes be given only in extraordinary situations. If you take an incomplete, you must fill out the Incomplete form specifying a date for completion and file the form in the Department Office. If the course is not completed by the specified date, a grade of "E" will be awarded.

Tutoring

If a student needs intensive tutoring outside of class, it is the student's responsibility to get this help. The class is structured so that the typical hard-working student can produce a perfectly acceptable project at the end of class sessions. The instructor will not provide one-to-one tutoring. My ultimate goal is to help you improve your own problem-solving skills. In the long run, this will enable you to tackle practically any problem you encounter in the future.

Out-of-Class Requirements

It is important to spend a *minimum of 40 hours* outside of class using the computer applications. It is your responsibility to get as much practice as possible.

Plagiarism

The submission of work under your name that is not your own is not an acceptable academic practice. Please read the section on plagiarism in your handbook. Plagiarism includes having someone else do your assignments, macros and programs.

Classroom Etiquette and Attendance

You are expected to attend class regularly. College attendance rules are adhered to: if more than two classes are missed, letter grades are reduced by one grade. As an added reminder, outstanding class participation might bump you up part of a grade, while showing up late and missing classes will result in deductions from your participation grade.

Miscellaneous

As your instructor, I want to make this course accessible for everyone. I will, accordingly, strive to provide a reasonable accommodation to any individual who advises me of a physical or mental disability. If you have a limitation that requires an academic adjustment or accommodation, please arrange a meeting with me at your earliest convenience.

Schedule of Topics

August 27: Overview of Class

- Introduction to the course and to each other. Review syllabus, schedule of assignments, and expectations for the course.
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September 3: Labor Day - No Class

September 10: The Common Office Environment; Power Point—Part I

- Common elements in the Office 2000 environment—shortcuts, etc.
- Where to find help, downloads, add-ins, templates, etc.
- Review of fundamentals of Power Point

Required Readings:

- *Running Microsoft Office 2000 Professional*, Chapters 1-3. (skim)
 - *Running Microsoft Office 2000 Professional*, Chapters 26-29 (skim)
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September 17: Power Point—Part II

- Here we will continue to develop your skills in creating Power Point presentations.

Required Readings:

- *Running Microsoft Office 2000 Professional*, Chapters 30-33 (skim)
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September 24: Microsoft Word

- Advanced formatting, including table of contents, headings and sub-headings, etc.

Required Readings:

- *Running Microsoft Office 2000 Professional*, Chapters 6, 12
 - *Running Microsoft Office 2000 Professional*, Chapters 4-5, 7-11, 13-14 (skim)
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October 1: Microsoft Excel—Part I

- Here we will work on improving your spreadsheet skills.

Required Readings:

- *Running Microsoft Office 2000 Professional*, Chapters 15-18 (skim)
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October 8: Microsoft Excel—Part II

- Enhancing your Excel skills

Required Readings:

- *Running Microsoft Office 2000 Professional*, Chapters 19-22 (skim)
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October 15: Mid-Semester Break—Classes Cancelled

October 22: Microsoft Excel—Part III

- Enhanced Excel skills (cont'd.)

Required Readings:

- *Running Microsoft Office 2000 Professional*, Chapters 23-25 (skim)
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October 29: Microsoft Outlook—Part I

- Outlook is an incredible resource—one that is often overlooked. During this and the following class session you will learn many of its best time-saving devices.

Required Readings:

- *Running Microsoft Office 2000 Professional*, Chapters 41-42
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November 5: Microsoft Outlook—Part II

- Managing appointments, setting up net meetings, etc.

Required Readings:

- *Running Microsoft Office 2000 Professional*, Chapters 43-44
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November 12: Microsoft Publisher-Part I

- How to create a brochure for your organization.

Required Readings:

- *Running Microsoft Office 2000 Professional*, Chapters 45-46
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November 19: Microsoft Publisher-Part II

- How to create and publish a newsletter on-line.

Required Readings:

- *Running Microsoft Office 2000 Professional*, Chapters 47-48
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November 26: Microsoft Small Business Tools

- This new addition to Office 2000 Professional contains several useful features for public and nonprofit organizations. This class session will serve as an introduction to these features.

Required Readings:

- *Running Microsoft Office 2000 Professional*, Chapters 49-50.
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December 4: Dreamweaver

- This class will serve as an introduction to *Dreamweaver*, a powerful web-authoring tool now standard for the College.

Required Readings:

- TBA
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