

PAD 666
Computer Applications in Public Administration
Dr. Gregory Saxton

Class Hours: Wed. 5:30 – 8:30p.m., Metro Center
Instructor's Office: Faculty Office Building, Room 241
Office Hours: One hour before and after 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 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*
- Creation of web documents from *Word, Excel, Power Point, Outlook* and *Publisher*
- Planning a fund-raiser for a nonprofit organization using *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 and links to a variety of educational and research tools.

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

- 15% In-Class Exercises
- 15% Homework Assignments
- 20% Class Participation
- 50% Student Portfolios

Participation

Active participation 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.

In-Class Exercises

During each class session you will be asked to complete an in-class assignment. You will turn in this exercise at the end of each class period.

Homework Assignments

There will be frequent take-home assignments due at the *beginning* of the next class period.

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. This portfolio will be due on Thursday, December 5th at 8:30pm.

Grading Scale

- 95% - 100% = A
- 90% - 94.9% = A-
- 85% - 89.9% = B+
- 80% - 84.9% = B
- 70% - 79.9% = C
- Below 70% = 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 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 assignment. The make-up assignment will be different and more difficult than the original. There will be no make-ups for in-class exercises.

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

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 28: Overview of Class

- Introduction to the course and to each other. Review the syllabus, schedule of assignments, and course expectations. I will also introduce you to some of the most exciting new computing tools available in Microsoft Office 2000.
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September 4: 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 11: 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 18: FTP, HTML and Web Pages

- Introduction to creating and managing web pages.
- **Portfolio Project Due:** Web-Based Power Point Presentation

Required Readings:

- *Guide to FTP and Your Web Page* [Class web site]
 - [Introduction to HTML](#) – from Builder.com [Class web site]
 - [Web Monkey's](#) Intro to HTML [Class web site]
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September 25: Microsoft Word—Part I

- Creating a home page in Microsoft Word

Required Readings:

- *Running Microsoft Office 2000 Professional*, Chapter 4 (esp. pp. 112-113), 10
 - *Running Microsoft Office 2000 Professional*, Chapters 5, 7, 8, 9 (skim)
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October 2: Microsoft Word—Part II

- Advanced formatting, including table of contents, headings and sub-headings, etc.
- **Portfolio Project Due:** Home page created in Microsoft Word

Required Readings:

- *Running Microsoft Office 2000 Professional*, Chapters 6, 12
 - *Running Microsoft Office 2000 Professional*, Chapters 11, 13-14 (skim)
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October 9: 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 16: Microsoft Excel—Part II

- Enhancing your Excel skills

Required Readings:

- *Running Microsoft Office 2000 Professional*, Chapters 19-22 (skim)
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October 23: Microsoft Excel—Part III

- Enhanced Excel skills (cont'd.)
- **Portfolio Project Due:** Interactive web-based Excel retirement calculator

Required Readings:

- *Running Microsoft Office 2000 Professional*, Chapters 23-25 (skim)
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October 30: Microsoft Outlook

- 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.
- Managing appointments, setting up net meetings, etc.

Required Readings:

- *Running Microsoft Office 2000 Professional*, Chapters 41-44
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November 6: Microsoft Publisher-Part I

- How to create professional-looking brochures and flyers for your organization.

Required Readings:

- *Running Microsoft Office 2000 Professional*, Chapters 45-46
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November 13: Microsoft Publisher-Part II

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

Required Readings:

- *Running Microsoft Office 2000 Professional*, Chapters 47-48
 - *Guide to Saving and Uploading Online Newsletters* [Class web site]
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November 20: Dreamweaver

- An introduction to *Dreamweaver*, a powerful web-authoring tool now standard for the College.

Required Readings:

- *Dreamweaver Tutorial* [Class web site]
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November 27: Thanksgiving—no classes

December 4: Web Page Workshop

- As a group, we will work on student web page problems.
- **Final Portfolio Projects Due Today.**