V261 – Information Technology in Public Affairs

Section Number: 22799  
Time: Tuesday & Thursday, 11:15a-12:30p  
Room: SPEA PV151

Instructor: Chris England  
Office: SPEA 316C  
Contact: chenglan@indiana.edu, 855-4837

(Last updated: 1/3/2013 8am)

Overview

V261 is designed to teach students a wide variety of skills surrounding applications in the Microsoft product line, in relation to Information Technology in the field of Public Affairs and Environmental Science. In groups, students will formulate a project plan over the first 15 weeks to answer a “Request For Proposal” from the instructor, simulating a real-world project planning scenario.

Applications will include Microsoft Word, PointPoint, Excel, Access, Visio, and Adobe Dreamweaver. Concepts will include project proposals, presentations, website design, budget planning, IT infrastructures, IT policies, project planning, and group collaboration. You will be assessed based on several group projects (which require individual assignments to start) culminating in a final group website, weekly quizzes which reflect any reading materials, and overall participation.

Please do not hesitate to ask any questions during or after class. I encourage and welcome any and all inquiries and discussions – we (including me) can all learn from these interactions. All materials, quizzes, assignments, and links, as well as this syllabus, are in Oncourse. Any announcements, links from class, or optional reading materials will also be posted to Oncourse.

I look forward to seeing you this semester!

Required Materials

You will be required to have the following items setup on or before the second day of class. If you have any issues acquiring anything below, please contact me immediately. The books are available using http://etexts.iu.edu, and are available in Oncourse in our course under “Courseload”.

- Microsoft Office 2010, Timothy & Linda O’Leary (ISBN 9780073519302) [acronym MO on syllabus]
- Software: Access to Windows computer with Office 2010 (all STC lab computers have this installed by default), or use of IUanyWare (described below)
- Web Browser: Access to Windows computer with Internet Explorer or Firefox installed
Grading Structure

Your final grade for this class will be comprised of all the items explained in the table below. Extra credit is available on the quizzes only. Participation accounts for 10% of your grade as well. Please bear in mind these facts as well:

- I reserve the right to alter your group grade based on poor performance at the individual level or on overwhelming group feedback.
- Once attendance is taken, it is final for that day. Tardiness, including schedule conflicts, is disrespectful and not tolerated.
- Failure to comply with class policies (e.g.: sitting on Facebook or texting during class, making commotion, etc) may result in lower grade results.
- Individual and Group assignments that meet all "requirements" start at a grade of A- (roughly 90%). To get higher than that, you must go above and beyond - this will be described in class or upon individual inquiry. An A+ is only available for a perfect 100%.
- Not all materials or information provided in class will be provided on Oncourse or in email. It is your responsibility to recover from missed class.

<table>
<thead>
<tr>
<th>Graded Item</th>
<th>% of Grade</th>
<th>Points</th>
<th>Points &amp; Notes</th>
</tr>
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<tbody>
<tr>
<td>Individual Assignments</td>
<td>20%</td>
<td>200</td>
<td>4 deliverables (each contributing to group work)</td>
</tr>
<tr>
<td>Weekly Quizzes</td>
<td>10%</td>
<td>100</td>
<td>Roughly 15 quizzes total, 10pts each</td>
</tr>
<tr>
<td>Group Project</td>
<td>50%</td>
<td>500</td>
<td>5 deliverables, 100pts each</td>
</tr>
<tr>
<td>Participation</td>
<td>10%</td>
<td>100</td>
<td>Attendance, in-class short essays, etc</td>
</tr>
<tr>
<td>Exams</td>
<td>10%</td>
<td>100</td>
<td>2 exams, 50pts each, non-cumulative</td>
</tr>
<tr>
<td>Quiz Extra Credit</td>
<td>5%</td>
<td>50</td>
<td>Possibly 5% EC from quizzes</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
<td>1,000</td>
<td>1,000 points total (105%/1050pts with EC)</td>
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Participation

The grade for participation is being broken down roughly as such:

- General Participation (20pts): includes attendance (on-time) and general class participation and respect.
- Essays (40pts): Five or six short essays will account for 4% of your grade.
- 1st Group Eval (20pts): Group Evaluation based on 1st two group assignments. Broad negative feedback and/or failure to submit may result in losing any or all 20.
- 2nd Group Eval (20pts): Group Evaluation based on 2nd three group assignments. Broad negative feedback and/or failure to submit may result in losing any of all 20.
- Total = 100pts possible
## Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Date &amp; Topic</th>
<th>Readings</th>
<th>Deliverables</th>
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</table>
| Week 1 | **Tues, Jan 8** – Introduction, Class Structure and Policies              | • MO: WD2.4-WD2.73 (optional)  
• MO: WD3.30-WD3.90  
• CE: Chapter 3                                                                 | Jan 8: Quiz #1 (in-class)  
Jan 10: Quiz #2  
Jan 11: Drop-Date |
|        | **Thurs, Jan 10** – Request for Proposal (RFP), Word & Project Proposals   |                                                                                                                        |                                                   |
|        |                                                                             | • CE: Chapter 1 & 5  
• Wikipedia article on Information Systems  
• MIT’s Weill on Leveraging Infrastructure                                                                 |                                                   |
| Week 2 | **Tues, Jan 15** – IT Infrastructures                                       |                                                                                                                        | Jan 15: Quiz #3                                   |
|        | **Thurs, Jan 17** – IT Infrastructures                                      |                                                                                                                        |                                                   |
| Week 3 | **Tues, Jan 22** – PowerPoint Etiquette, Ignite Presentations              | • MO: PP1.1-PP1.69, PP2.35-PP2.74  
• Presentation Zen: “The ignite presentation method”  
• Body Language Tips                                                                 | Jan 22: Quiz #4  
Jan 24: Individual Proposal & Quick Presentation (50pts) |
|        | **Thurs, Jan 24** – Quick PPT Presentations                                |                                                                                                                        |                                                   |
| Week 4 | **Tues, Jan 29** – Group Proposal Work                                       | • MO: EX1.1-EX1.77                                                                                                       | Jan 31: Quiz #5                                   |
|        | **Thurs, Jan 31** – Excel Basics & Style                                    |                                                                                                                        |                                                   |
| Week 5 | **Tues, Feb 5** – Excel Charts                                             | • MO: EX2.1-EX2.73                                                                                                       | Feb 5: Quiz #6  
Feb 5: Group Proposal (100pts)                  |
|        | **Thurs, Feb 7** – Excel Charts                                            |                                                                                                                        |                                                   |
| Week 6 | **Tues, Feb 12** – Excel Management                                        | • MO: EX3.1-EX3.43                                                                                                       | Feb 12: Quiz #7  
Feb 12: Individual Cost Estimate (50pts)        |
|        | **Thurs, Feb 14** – Group Cost Estimate Work                                |                                                                                                                        |                                                   |
| Week 7 | **Tues, Feb 19** – Diagramming                                             | • Visio Wiki Article  
• Visio 2010 Video  
• PowerPoint Diagram Video                                                                 | Feb 19: Quiz #8  
Feb 21: Group Cost Estimate (100pts)             |
|        | **Thurs, Feb 21** – Diagramming                                            |                                                                                                                        |                                                   |
| Week 8 | Tues, Feb 26 – Ethics, Policy, Security, Exam 1 Prep | • CE: Chapter 10  
• IU IT Policies IT-01, IT-02, and IT-12  
• IU Data Management Policies and Classifications | Feb 26: Quiz #9 |
| Thurs, Feb 28 – Exam 1 |
| Thurs, Feb 28 – Exam 1 |
| Week 9 | Tues, Mar 5 – Access Basics & Tables | • MO: AC1.1-AC1.64, AC1.65-AC1.73, AC2.17-AC2.23, AC2.46-AC2.78  
• CE: Chapter 12 | Mar 5: Quiz #10  
Mar 5: Group Eval #1  
Mar 6: Automatic W  
Mar 7: Group Hardware Diagram (100pts) |
| Thurs, Mar 7 – Access Lookups & Forms |
| Spring Break (March 10 – 17) – NO CLASS |
| Week 10 | Tues, Mar 19 – Access Queries & Reports | • MO: AC3.1-AC3.68  
• SQLCourse.com (courses 1-3 and 5-7)  
• SQLCourse2.com (courses 2, 4, 6, and 9) | Mar 19: Quiz #11  
Mar 21: Individual Mockup DB (50pts) |
| Thurs, Mar 21 – Advanced Access, Group Mockup Work |
| Week 11 | Tues, Mar 26 – Project Management | • CE: Chapter 13 & 15 | Mar 26: Quiz #12  
Mar 28: Group Mockup DB (100pts) |
| Thurs, Mar 28 – Systems Design |
| Week 12 | Tues, Apr 2 – Web History & Basics | • CE: Chapter 2  
• History of WWW (wiki)  
• IT Training FTP (video)  
• IT Training Web Publishing (video)  
• IT Training Mercury Publishing (Windows and Mac PDFs) | Apr 2: Quiz #13 |
| Thurs, Apr 4 – Basic Website Editing & Publishing |
| Week 13 | Tues, Apr 9 – CSS & You! | • CSS Basics (Lifehacker.com)  
• Uploading to Mercury Clip (Usrey)  
• Dreamweaver Basics PDF (may require additional login) | Apr 9: Quiz #14  
Apr 11: Individual Webpage (50pts) |
| Thurs, Apr 11 – Dreamweaver |
Week 14

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<tr>
<th>Tues, Apr 16</th>
<th>Advanced Web Editing</th>
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<tr>
<td>Thurs, Apr 18</td>
<td>Group Website Work</td>
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- Website Start to Finish (Lifehacker.com)

Apr 16: Quiz #15

Week 15

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<tr>
<th>Tues, Apr 23</th>
<th>Group Project Presentations</th>
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<tr>
<td>Thurs, Apr 25</td>
<td>Exam 2 Prep</td>
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Apr 23: Group Website & Project Presentation (100pts)

Final Exam Week – Exam 2
Thurs, May 2nd, 12:30-2:30pm, PV151

Note: Quizzes and assignments are due before the class period begins, unless otherwise specified.

Class Policies

The following class policies apply and exceptions will not be allowed.

- **Academic Integrity**
  One of the primary foundations of the university is respect of intellectual property. We expect you to complete your work by yourself unless you are explicitly told that you may collaborate with others on a given project. If you do collaborate with others, you are expected to acknowledge, in writing, the person or persons who helped you. Failure to do so is a breach of respect of intellectual property. We consider the following to be unacceptable: turning in someone else’s work as your own; allowing someone to turn in your work as his/her own; copying work during an examination. A course grade of F will be recorded for any student who, in the instructor’s view, has committed an act of academic dishonesty. Note that a grade of F given for reasons of academic dishonesty cannot be removed either through the F/FX policy or declaration of academic bankruptcy. SPEA’s academic integrity policy coincides with the Code of Student Ethics as printed in the schedule of classes. Please read it carefully.

- **Attendance**
  Attendance is required in this class. I encourage maximum participation, as it is crucial that we learn to work with each other and share ideas. A short essay will be assigned on certain random class days.
  **NOTE:** If you are absent and claim attendance in class by any means, it will be considered academic fraud.

- **Office Hours**
  Office hours will be scheduled on an as-needed. Please email me to schedule an appointment. Office hours will be held in SPEA 316C or the Kelley-SPEA Infocommons.

- **Lecture Materials**
  Any crucial lecture materials will be posted to Oncourse by Friday of the week in which they were delivered. If a lecture contains materials required for a quiz, I will attempt to post them to Oncourse sooner. However, it is critical that you attend class in the event that I cannot get the notes or slides posted in a timely manner.

- **In-class activities**
  The following are forbidden in the class/lab: printing, checking email, texting, or other personal activities, unless otherwise instructed. Put cell phones on vibrate. Your time in class should be spent focusing on the lecture, in-class activities, and group work. Disobeying this rule may take away from participation points as the instructor sees fit.
• **Late assignments**
  Out-of-class assignments will be accepted late with a 10% assignment mark-down. The late due date should be within a day or two, or decided upon by the instructor – all within reason. We cannot hold back the class so that an individual’s assignments can be handed in late. Further, group assignments rely upon individual assignments.

• **Missed Class, Assignments, or Exams**
  Make-ups for quizzes, essays, or assignments may be arranged in advance upon request. IU’s one-week policy for handing in missed work or rescheduling exams due to illness or family troubles will be followed in this class. Notes and materials may come only from class lectures – please ensure you have a way to obtain these items should you be away. *Not everything is in the book or on Oncourse.*

• **Grade of Incomplete, Late Join**
  I do not allow Incomplete’s in this class, nor do I allow late joins past week 2. The group-based structure of this class does not easily allow for either of these actions.

**Technical Help**

For technical assistance, please refer to the links and information below.

• **UITS Support Center**
  - [http://kb.iu.edu/data/apgt.html](http://kb.iu.edu/data/apgt.html)
  - 812-855-6789
  - [ithelp@iu.edu](mailto:ithelp@iu.edu)
  - [http://ithelplive.iu.edu/](http://ithelplive.iu.edu/)
  - UITS Knowledge Base: [http://kb.iu.edu](http://kb.iu.edu)
  - Lynda.com Training: [http://ittraining.iu.edu/lynda/](http://ittraining.iu.edu/lynda/)

• **Student Technology Centers**
  - [https://stcweb.stc.indiana.edu/Public/index.cfm](https://stcweb.stc.indiana.edu/Public/index.cfm)

• **IUware Online**
  - [https://iuware.iu.edu](https://iuware.iu.edu)

• **IUanyWARE** - software available in the cloud [https://iuanyware.iu.edu](https://iuanyware.iu.edu) ([http://kb.iu.edu/data/bbbu.html](http://kb.iu.edu/data/bbbu.html))

• **IU IT Accounts**
  - [http://kb.iu.edu/data/aczn.html](http://kb.iu.edu/data/aczn.html)
  - [https://itaccounts.iu.edu](https://itaccounts.iu.edu)
  - Personal Homepage ([http://mypage.iu.edu](http://mypage.iu.edu)), via Mercury ([http://kb.iu.edu/data/merc.html](http://kb.iu.edu/data/merc.html))

If you have further questions about other resources, check the KB or simply ask!