

**Georgia Gwinnett College**  
**School of Science and Technology**  
Spring 2012 Syllabus

***ITEC 2110 Digital Media, Sections 25 and 31***

January 10, 2011 (original version)

Course Information:

Class Time and Location:

Section 25 - Wed evenings, 6:30pm to 9:15pm, Building A Room 1450

Section 31 - Tue evenings, 6:30pm to 10:00pm, Building A Room 1450

Online System:

Instead of using Blackboard this semester we will be using the new system called Desire2Learn. Desire2Learn will be replacing Blackboard later this year and we will be early adopters of the new system. To access D2L, go to <https://ggc.desire2learn.com> or click on the Desire2Learn link on the myGGC Courses tab. Log in using your myGGC username and password.

Class Wiki:

We will be making ample use of the GGC Wiki where students will have access to materials and practice publishing digital media.

Section 25: <http://wiki.ggc.edu/wiki/ITEC2110:Spring2012:Section25>

Section 31: <http://wiki.ggc.edu/wiki/ITEC2110:Spring2012:Section31>

Contact Information:

Instructor Name: Chuck Elliott

Mobile phone: 404-229-3077

E-mail: [celliott@ggc.edu](mailto:celliott@ggc.edu)

Personal e-mail: [Charles@charlesaelliott.com](mailto:Charles@charlesaelliott.com)

Course prerequisites:

ITEC 1001, ENGL 0099

Course outcome goals:

1. Understand various forms of digital media in the Internet environment.
2. Build digital media documents as a communication tool in the Internet environment.
3. Publish digital media documents in the Internet.
4. Apply multimedia in digital media publication.
5. Evaluate digital media.
6. Understand legal issues on digital media.

Integrated Educational Experience Goals:

The IEE goals are a set of learning outcomes achieved in all GGC graduates.

These outcomes are achieved as a result of learning experiences across the academic and student affairs programs. This course directly contributes to the goals bolded below.

- **Clearly communicate ideas in written and oral form.**

- Demonstrate creativity and critical thinking in inter- and multidisciplinary contexts.
- **Demonstrate effective use of information technology.**
- **Demonstrate an ability to collaborate in diverse and global contexts.**
- Demonstrate an understanding of human and institutional decision making from multiple perspectives.
- **Demonstrate an understanding of moral and ethical principles.**
- Demonstrate and apply leadership principles.
- Demonstrate quantitative reasoning.

Required text and supplies:

### **1. Digital Media Primer**

Yue-Ling Wong

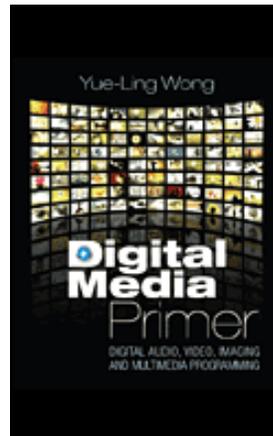
First edition

Pearson/Prentice Hall

ISBN 0132239442

2. Headphones with a microphone.

3. 8 GB or greater USB Flash Drive.



Grading structure:

A=90-100%

B=80-89%

C=70-79%

D=60-69%

F=59% and below

Grading Policy

Your performance in this course will be measured by written tests (50%), lab projects and assignments (40%), quizzes and attendance (10%).

Graded Events:

Three in-class tests (30%)

Final exam (20%)

Four projects (40%)

Quizzes and attendance (10%)

**Laptops required for Juniors and Seniors**

GGC has initiated a laptop requirement program for all juniors and seniors with technology majors. Additional information on the program, including system requirements, can be found at

[https://my.ggc.edu/webapps/portal/frameset.jsp?tab\\_group\\_id=86\\_1](https://my.ggc.edu/webapps/portal/frameset.jsp?tab_group_id=86_1)

Students who have not attained junior level status but are taking ITEC 3000-4000 level courses are expected have the IT Laptop purchased. Any non-IT major students who are taking ITEC 3000-4000 level courses are expected participate in this program and have the IT Laptop purchased.

### **Academic Enhancement Center**

The Academic Enhancement Center provides free drop-in tutoring for GGC students. Tutoring is available in many subjects including reading college texts, writing assignments, grammar focus, research and citation, college algebra, calculus, chemistry, physics, and IT. The Academic Enhancement Center is located on the 2nd floor of the library overlooking the cafe. The hours for the AEC can be found in the GGC Portal (<https://ggc.blackboard.com/>) under the Students tab.

## **College Policies:**

### **Attendance Policy**

The classroom experience is a vital component of the college learning experience. Interaction with instructors and with other students is a necessary component of the learning process. Students are expected to attend regularly and promptly all class meetings and academic appointments. Students who are absent from classes bear the responsibility of notifying their instructors and keeping up with class assignments in conjunction with instructor provisions in the course syllabus. An individual instructor bears the decision as to whether a student's absence is excused or unexcused and whether work will be permitted to be made up; the decision of the instructor in this case is final. Students who are absent because of participation in college-approved activities (such as field trips and extracurricular events) will be permitted to make up the work missed during their college-approved absences.

### **Health and Safety Policy**

Certain laboratories include use of strong acids, solvents and preservatives. Any pregnant women, hypersensitive individuals, or immune-compromised individuals should report their condition to the instructor and to their physician, preferably before contact with the materials (see lab exercises). Additional instructions for lab will be presented during the first lab. Students are required to follow all instructions. Students failing to conform to lab rules and safety precautions will be first warned by removal from the lab. On second offense students will be removed from both lecture and lab.

### **Americans with Disabilities Act Statement**

If you are a student who is disabled as defined under the Americans with Disabilities Act and require assistance or support services, please seek assistance through the Center for Disability Services. A CDS Counselor will coordinate those services.

### **Equal Opportunity Statement**

Georgia Gwinnett College is an Equal Opportunity College open to any qualified individual without regard to race, religion, sex, age, color, national or ethnic origin, or disability. Pursuant to all applicable federal anti-discrimination laws and regulations, Georgia Gwinnett College does not discriminate against any of the protected categories of individuals in the administration of its policies, programs or activities. This non-discriminatory policy includes admission policies, scholarship and loan programs, employment practices, and athletics and other school-administered programs.

### **Affirmative Action Statement**

Georgia Gwinnett College adheres to affirmative action policies designed to promote diversity and equal opportunity for all faculty and students.

### **Academic Respect**

The college exists to foster educational excellence. To this end, a classroom atmosphere that supports learning must be maintained. Students are expected to be active, attentive participants in the class. Students are also expected to abide by class policies and procedures and to treat faculty and other students in a professional, respectful manner. Students are expected to be familiar with the student conduct code published in the Student Handbook.

### **Academic Integrity**

Student Honor Statement: We will not lie, steal, or cheat, nor tolerate the actions of those who do.

Georgia Gwinnett College students are expected to adhere to the highest standards of academic integrity and are expected to encourage others to do the same. Further, students are expected to take responsible action when there is reason to suspect dishonesty on the part of others.

Academic dishonesty carries severe penalties ranging from a grade of “0” on the affected assignment to dismissal from Georgia Gwinnett College. Each faculty member at Georgia Gwinnett College bears the responsibility for assigning penalties for cases of academic dishonesty. Students may appeal a penalty as outlined in the Student Handbook.

## **School of Science and Technology Policies:**

### **Make-up Exam Policy**

Special arrangements to take a regular exam early must be made in advance in writing. Early exams are available only at the instructor’s discretion and only under extreme circumstances.

IF an emergency arises and you miss an exam, you **MUST** notify your instructor on the same **DAY** as the exam. Notification by email, text or phone message is acceptable. At the instructor’s discretion, make-up work may have a different format or different content from the regular assignment. Make-up work should be completed within two days of the original due date.

### **Final Exam**

The final exam will be given at a time to be posted on the class calendar. The date and time of the final exam is set by the registrar and cannot be changed at the convenience of the student. You should not plan to be absent anytime during that week. A make-up final exam will only be given in cases of a **verifiable excused absence**.

### **Course Changes**

This course syllabus provides a general plan for this course. The instructor reserves the right to make changes to the syllabus, including changes to assignments, projects, examinations, etc., in order to accommodate the needs of the class as a whole and fulfill the goals of the course.

## **Technology Covenant**

Technology will be used to deliver content, provide resources, assess learning, and facilitate interaction, both within the classroom and in the larger learning community.

## **Course Materials and Grading**

You can expect to access the course materials and grades via Desire2Learn. Students should check Desire2Learn regularly, as course changes will always be announced and recorded on the course Desire2Learn site.

## **Communication**

- I want to have face-to-face conversations with you, when possible. However, we may need to establish a time and place via email or by phone.
- I prefer email for most situations. Monday through Friday expect me to respond within 12 hours. Communications received after 10pm will be returned by the next day. On the weekend or when I am away from campus (e.g., at a conference), my response will be irregular.
- When corresponding by email, I will communicate with you using only your GGC email. You should check your GGC email every day. Emails from other domains (yahoo.com, gmail.com, hotmail.com, etc.) will not receive replies due to the Family Educational Rights and Privacy Act (FERPA).

## **Expectations of Students**

- All students at GGC need to have access to a computer. If you do not have one, computer labs are available on campus.
- I expect students to access course or individual communications within 1-2 days excluding weekends.

## **Official Correspondence**

When you email me you should consider the email as official correspondence. As such, the email should not appear as a text message but should have proper grammar and punctuation. Improperly constructed email will be followed with the following response. "At GGC, email is considered official and professional correspondence. I will be glad to help you when you resend the email with proper grammar and punctuation."

## **Technology Changes**

This covenant provides a general guideline for the course. I reserve the right to make periodic and/or necessary changes to the covenant, including: technology use and communication channels, in order to accommodate the needs of the class as a whole and fulfill the goals of the course.

## **Instructor/Course Policies:**

### **Course wiki site:**

Section 25: <http://wiki.ggc.edu/wiki/ITEC2110:Spring2012:Section25>

Section 31: <http://wiki.ggc.edu/wiki/ITEC2110:Spring2012:Section31>

### **Your Instructor:**

Chuck Elliott is a part time faculty member at Georgia Gwinnett College, School of Science and Technology since 2010. He earned his M.S. Information Systems Technology degree from The George Washington University in 2002 and has more than 20 years of experience in the IT industry. Chuck is also a Microsoft Certified Professional and holds a number of Microsoft and other IT certifications.

## Class Schedule

The schedule below is subject to change.

Week	Dates	Lecture Chapter	Assessment	Project Due	Lab Subject
1	1/10&11	1			
2	1/17&18	2	Quiz 1		GIMP
3	1/24&25	2	Quiz 2		GIMP
4	1/31&2/1	3	Test 1		GIMP
5	2/7&8	3	Quiz 3		GIMP
6	2/14&15	4		Project 1 Due	Audacity
7	2/21&22	4	Quiz 4		Audacity
8	2/28&29	5	Test 2 Mid Term Grades due morning of 3/7		Audacity
9	3/6&7	5	Quiz 5		Audacity
10	3/13&14	Spring Break – No Classes this week 3/11-3/18			
11	3/20&21	6		Project 2 Due	iMovie

12	3/27&28	6	Quiz 6		iMovie
13	4/3&4	7	Test 3		iMovie
14	4/10&11	7	Quiz 7		iMovie
15	4/17&18	Animation		Project 3 Due	Blender
16	4/24&25	Animation Review for Final Exam	Quiz 8	Project 4 Due	Blender
17	5/1&2		Final Exam		