Course Title: Multimedia Digital Applications
Course Prefix: ARCH   **Course No.:** 1273   **Section No.:** P01-P04

Department of Architecture   **School of** Architecture

Instructor Name:	Jeremy L. Curtis
Office Location:	***Nathelyne Archie Kennedy Building; RM 246***
Office Phone:	936-261-9820
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Prairie View A&M University
P.O. Box | 519
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Office Hours: | Tuesday/Thursday: 8:30-9:30AM; 12:30-1:30
Virtual Office Hours: | Wednesday 8:30-12:30

Course Location: | Nathelyne Archie Kennedy Building, ***Room 223 (Main Computer Lab)***
Class Meeting Days & Times: | Tuesday/Thursday 9:30-10:50 & 11-12:20PM
Catalog Description: |

Prerequisites: | **N/A**
Co-requisites: | **N/A**

Required Text: | **N/A**

Recommended Text/Readings: | **N/A**

Access to Learning Resources: | PVAMU Library:
phone: (936) 261-1500;
web: http://www.pvamu.edu/pages/3585.asp
University Bookstore:
phone: (936) 261-1990;
web: https://www.bkstr.com/Home/10001-10734-1?demoKey=d

Course Goals or Overview:

The goal of this course is to help students obtain an introductory skill-set for using computer based multimedia technologies, such as Adobe Acrobat, Photoshop, Illustrator and AutoCAD, which will further help assist them in their studies and practices. The primary emphasis is to help improve their research, productivity, presentation & communications through the effective use of graphic technology; stimulating their personal capacity & creativity.

Course Outcomes/Objectives
At the end of this course, the student will…

Core Curriculum Objective

1	Incorporate various formats of files and digital tools necessary to create quality designs.	Communication
2	Effectively communicate design idea through oral and visual presentations	Communication
3	Define, document and represent design idea using industry leading software	Critical Thinking
4	Produce high quality images and publications to be used in studio projects and personal portfolios, and developing skills and knowledge of multimedia for use in professional careers.	Communication
5	Understand the difference between appropriation and plagiarism.	Personal Responsibility
6	Apply appropriate teamwork strategies to complete a design project.	Teamwork

Course Requirements & Evaluation Methods

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course.

Projects – Five (5) assignments, some in a team, structured to measure the effective usage of computer software and demonstrating critical thinking related to creative ability and capability to use in multiple formats (design, technical, and communication). At the end of each assignment the student will be assessed using an in-class survey tied to a rubric on their experiences.

Presentations – Demonstration of communication skills will be tied to creating design/s, compiling and organizing the information/data/ideas, and achieving an effective presentation. Students will receive an evaluation/assessment of their presentation by the professor.

Portfolios- Assembling a collection of work and compiling into a responsible professional portfolio that accurately student ability. Student will be asked to explain the process of compiling the portfolio for the course and how s/he will use these skills in future work.

Class Participation – Daily attendance and participation in class discussions, lectures and oral presentations.

Grading Matrix

	Instrument	Value (points or percentages)	Total	
	Projects	5 projects at 6% each	6,000	
	Class Participation/ Oral Presentations	30%	6,000	
	Final Project: Digital Portfolio	40%	8,000	
	Total:		**20,000**	

Grade Determination:
A = Over–13,500 points
B = 13,499–12,000 points
C = 11,999–10,500 points
D = 10,499–9,000 points;
F = 8,999 points or below

Course Procedures

N/A

Submission of Assignments:

All assignments will be submitted via email unless otherwise requested. The "Final Portfolio" will be printed & submitted.

Formatting Documents:

Microsoft Word is the standard word processing tool used at PVAMU. If you're using other word processors, be sure to use the "save as" tool and save the document in either the Microsoft Word, Rich-Text, or plain text format.

Project Policy

Projects should be turned in on the day as scheduled. No makeup time will be made available for any excuse, except under documented emergencies (See Student Handbook).

Professional Organizations and Journals

N/A

References

N/A

Addendum

Students enrolled in the course will receive an "Addendum" that will contain detailed information on the following topics:

- Accreditation/Assessment Criteria
- Instructor's Attendance and Participation Policy
- Personal Conduct
- Conduct of the Class and Care of the Facility
- Detailed Course Schedule
- Statement of Agreement

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16 WEEK CALENDAR	
Week One: Topic	**Introductions; Introduction to Photoshop**
Chapter (s):	
Assignment (s):	**Review Syllabus, review course objectives, University policy & regulations**
Week Two: Topic	**Begin Project #1: Word Works**
Chapter (s):	
Assignment (s):	**Continue working on Word Works**
Week Three: Topic	**Continue Project #1: Word Works**
Chapter (s):	
Assignment (s):	**Finish up on Project #1 & make presentation before the class**
Week Four: Topic	**Begin Project #2: Posterize**
Chapter (s):	
Assignment (s):	**Begin planning and research for Project #2**
Week Five: Topic	**Continue Project #2: Posterize**
Chapter (s):	
Assignment (s):	**Finish up on Project #2 & make presentation before the class**
Week Six: Topic	**Introduction to Adobe Illustrator**
Chapter (s):	
Assignment (s):	**Introduce new software and Project #3: Food For Thought**
Week Seven: Topic	**Project #3: Food For Thought**
Chapter (s):	
Assignment (s):	
Week Eight: Topic	**Turn in Project #3: Food For Thought**
Chapter (s):	
Assignment (s):	**Conduct Mid-Term Assessment**
Mid-Term Exam	
Week Nine: Topic	**Spring Break**
Chapter (s):	
Assignment (s):	
Week Ten: Topic	**Begin Project #4: Branded**
Chapter (s):	
Assignment (s):	
Week Eleven: Topic	**Finish up on Project #4 & make presentation before the class**
Chapter (s):	
Assignment (s):	
Week Twelve: Topic	**Begin Project #5: Future Entrepreneur**
Chapter (s):	
Assignment (s):	
Week Thirteen: Topic	**Continue working on Project #5: Future Entrepreneur**
Chapter (s):	
Assignment (s):	
Week Fourteen: Topic	**Finish up on Project #5 & make presentation before the class; Introduce Final Project**
Chapter (s):	
Assignment (s):	
Week Fifteen Topic	**Continue working on Final Digital Portfolio**
Chapter (s):	
Assignment (s):	**Digital Portfolio, due during Final Class Day (Tuesday, April 30th, 2013)**
Week Sixteen **Final Exam**	

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University Rules and Procedures
Disability statement (See Student Handbook):
Students with disabilities, including learning disabilities, who wish to request accommodations in class should register with the Services for Students with Disabilities (SSD) early in the semester so that appropriate arrangements may be made. In accordance with federal laws, a student requesting special accommodations must provide documentation of their disability to the SSD coordinator.

Academic misconduct (See Student Handbook):
You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with your Student Handbook, especially the section on academic misconduct. Students who engage in academic misconduct are subject to university disciplinary procedures.

Forms of academic dishonesty:
1. Cheating: deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered; giving or receiving aid unauthorized by the instructor on assignments or examinations.
2. Academic misconduct: tampering with grades or taking part in obtaining or distributing any part of a scheduled test.
3. Fabrication: use of invented information or falsified research.
4. Plagiarism: unacknowledged quotation and/or paraphrase of someone else's words, ideas, or data as one's own in work submitted for credit. Failure to identify information or essays from the Internet and submitting them as one's own work also constitutes plagiarism.

Nonacademic misconduct (See Student Handbook)
The university respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with either (1) the instructor's ability to conduct the class, (2) the inability of other students to profit from the instructional program, or (3) campus behavior that interferes with the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. Such incidents will be adjudicated by the Dean of Students under nonacademic procedures.

Sexual misconduct (See Student Handbook):
Sexual harassment of students and employers at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating this policy will be subject to disciplinary action.

Attendance Policy:
Prairie View A&M University requires regular class attendance. Excessive absences will result in lowered grades. Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or in assignment of a grade of "F". Absences are accumulated beginning with the first day of class.

Student Academic Appeals Process
Authority and responsibility for assigning grades to students rests with the faculty. However, in those instances where students believe that miscommunication, errors, or unfairness of any kind may have adversely affected the instructor's assessment of their academic performance, the student has a right to appeal by the procedure listed in the Undergraduate Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.

Technical Considerations for Online and Web-Assist Courses
Minimum Hardware and Software Requirements:
-Pentium with Windows XP or PowerMac with OS 9
-56K modem or network access
-Internet provider with SLIP or PPP
-8X or greater CD-ROM
-64MB RAM
-Hard drive with 40MB available space
-15" monitor, 800x600, color or 16 bit
-Sound card w/speakers
-Microphone and recording software
-Keyboard & mouse

-Netscape Communicator ver. 4.61 or Microsoft Internet Explorer ver. 5.0 /plug-ins
-Participants should have a basic proficiency of the following computer skills:
· Sending and receiving email
· A working knowledge of the Internet
· Proficiency in Microsoft Word
· Proficiency in the Acrobat PDF Reader
· Basic knowledge of Windows or Mac O.S.

Netiquette (online etiquette): students are expected to participate in all discussions and virtual classroom chats when directed to do so. Students are to be respectful and courteous to others in the discussions. Foul or abusive language will not be tolerated. When referring to information from books, websites or articles, please use APA standards to reference sources.

Technical Support: Students should call the Prairie View A&M University Helpdesk at 936-261-2525 for technical issues with accessing your online course. The helpdesk is available 24 hours a day/7 days a week. For other technical questions regarding your online course, call the Office of Distance Learning at 936-261-3290 or 936-261-3282

Communication Expectations and Standards:
All emails or discussion postings will receive a response from the instructor within 48 hours.

You can send email anytime that is convenient to you, but I check my email messages continuously during the day throughout the work-week (Monday through Friday). I will respond to email messages during the work-week by the close of business (5:00 pm) on the day following ***my receipt*** of them. Emails that I receive on Friday will be responded to by the close of business on the following Monday.

Submission of Assignments:
Assignments, Papers, Exercises, and Projects will distributed and submitted through your online course. Directions for accessing your online course will be provided. Additional assistance can be obtained from the Office of Distance Learning.

Discussion Requirement:
Because this is an online course, there will be no required face to face meetings on campus. However, we will participate in conversations about the readings, lectures, materials, and other aspects of the course in a true seminar fashion. We will accomplish this by use of the discussion board.

Students are required to log-on to the course website often to participate in discussion. It is strongly advised that you check the discussion area daily to keep abreast of discussions. When a topic is posted, everyone is required to participate. The exact use of discussion will be determined by the instructor.

It is strongly suggested that students type their discussion postings in a word processing application and save it to their PC or a removable drive before posting to the discussion board. This is important for two reasons: 1) If for some reason your discussion responses are lost in your online course, you will have another copy; 2) Grammatical errors can be greatly minimized by the use of the spell-and-grammar check functions in word processing applications. Once the post(s) have been typed and corrected in the word processing application, it should be copied and pasted to the discussion board.