Course Description
Computer graphics, presentation software, the World Wide Web, and other emerging technologies change the way we structure and present professional and personal information. Creating, interpreting and revising data are highly desired skills. Competitive environments demand persuasive professional presentations that match medium and message, combine clear organization, succinct organization and attractive design. Explores the use of color, graphic design, electronic photography, web interactivity digital and other media. No auditors.

Course Objectives
Gain Factual knowledge as to be able to comprehensively deliver above average to professional presentations to potential clients or in future work situations.
Develop creative capacities as to view presentations from not purely a technical standpoint but from an interpersonal medium.
Develop confidence, clarity, and acuity when delivering information to others.
1. “The student will demonstrate knowledge across cultural settings and will learn the impact of culture, gender, and age in presentation technology and methodology as demonstrated by the current state of technological offerings and societal expectations with regards to presentations.”
2. “The student will demonstrate ethical skill and/or competency, pertaining to presentation skills as demonstrated by the current state of technological offerings and societal expectations with regards to presentations.”

Grading

Course grading will be based on the following areas. Percentages of grade are approximate and subject to change with notice:

1. InClass Assignments (Mandatory) - 10%
2. Homeworks (approx. 10) - 20%
3. Presentation 1 – 20%
4. In Class Final – 25%
5. Presentation 2 – 25%

WCAS Grading System

The undergraduate grading system consists of twelve categories: A (4.00), A- (3.67), excellent; B+ (3.33), B (3.00), B- (2.67), good; C+ (2.33), C (2.00), C- (1.67), satisfactory; D+ (1.33), D (1.00), D- (.67), passing but unsatisfactory; F (.00), failure; I (.00), incomplete; F (.00), course dropped without notifying office; W (.00), official withdrawal from course.

Grade Reports. All students are required to log into the web through Agora to access their semester grades. Students must utilize their BC username and password to log on. If your username or password is not known, the Student Learning and Support Center in the O’Neill Library Computer Center will issue a new one. The SLSC requires a valid picture ID (a BC ID, driver’s license or passport) to obtain your password.

Text(s)/Readings (Required)

Reading for the course will be assigned with online resources.

I’m currently reviewing two books for the course and will let you know what they are closer to the start of the semester.

Important Policies

http://www.bc.edu/content/bc/schools/advstudies/guide/academicinteg.html

Written Work

Graduate and undergraduate students are expected to prepare professional, polished written work. Written materials must be typed in the format required by your instructor. Strive for a thorough, yet concise style. Cite literature appropriately, using APA, MLA, CLA format per instructors decision. Develop your thoughts fully, clearly, logically and specifically. Proofread all materials to ensure the use of proper grammar, punctuation, and spelling. You are encouraged to make use of campus resources for refining writing skills as needed [http://www.bc.edu/libraries/help/tutoring.html].
Scholarship and Academic Integrity
It is expected that students will produce original work and cite references appropriately. Failure to reference properly is plagiarism. Scholastic dishonesty includes, but is not necessarily limited to, plagiarism, fabrication, facilitating academic dishonesty, cheating on examinations or assignments, and submitting the same paper or substantially similar papers to meet the requirements of more than one course without seeking permission of all instructors concerned. Scholastic misconduct may also involve, but is not necessarily limited to, acts that violate the rights of other students, such as depriving another student of course materials or interfering with another student’s work.

Request for Accommodations
If you have a disability and will be requesting accommodations for this course, please register with either Dr. Kathy Duggan (dugganka@bc.edu), Associate Director, Connors Family Learning Center (learning disabilities or AHD) or Dean Paulette Durrett, (paulette.durrett@bc.edu), Assistant Dean for students with disabilities, (all other disabilities). Advance notice and appropriate documentation are required for accommodations. For further information, you can locate the disability resources on the web at: http://www.bc.edu/content/bc/libraries/help/tutoring/specialservices.html.

Attendance
Class attendance is an important component of learning. Students are expected to attend all classes and to arrive by the beginning of and remain for the entire class period. When an occasion occurs that prevents a student from attending class, it is the student’s obligation to inform the instructor of the conflict before the class meets. The student is still expected to meet all assignment deadlines. If a student knows that he or she will be absent on a particular day, the student is responsible for seeing the instructor beforehand to obtain the assignments for that day. If a student misses a class, he or she is responsible for making up the work by obtaining a classmate’s notes and handouts and turning in any assignments due. Furthermore, many instructors give points for participation in class. If you miss class, you cannot make up participation points associated with that class. Types of absences that are not typically excused include weddings, showers, vacations, birthday parties, graduations, etc. Additional assignments, penalties and correctives are at the discretion of the instructor. If circumstances necessitate excessive absence from class, the student should consider withdrawing from the class. In all cases, students are expected to accept the decision of the instructor regarding attendance policies specific to the class.

Consistent with our commitment of creating an academic community that is respectful of and welcoming to persons of differing backgrounds, we believe that every reasonable effort should be made to allow members of the university community to observe their religious holidays without jeopardizing the fulfillment of their academic obligations. It is the responsibility of students to review course syllabi as soon as they are distributed and to consult the faculty member promptly regarding any possible conflicts with observed religious holidays. If asked, the student should provide accurate information about the obligations entailed in the observance of that particular holiday. However, it is the responsibility of the student to complete any and all class requirements for days that are missed due to conflicts due to religious holidays.

There may be circumstances that necessitate a departure from this policy. Feel free to contact the WCAS at 617-552-3900 for consultation.
Deadlines
Assignments are due at the beginning of the class period on the specified dates. Late assignments will be graded accordingly.

In class work will be due at most 24hrs after the class happened. If you are not in class you are still responsible for the work completion.

Homework have two late assignment due dates as well throughout the semester:
1. At the time of presentation 1.
2. At the end of the semester.

Assignments turned in later then the due date will be scored at $\frac{1}{2}$ credit.

Presentation 1 and 2 will be handed in on time even if you are not presenting on the day that is slotted for the presentations. Late presentations will be debited a full grade.

The “In Class” final will happen on the last week of class. You will be responsible for showing up for this. If you can’t make it then you will have to schedule a time to take it. You must contact me before the actual date of the final. If you fail to do this and just “don’t show up” for this part of the final your grade will be lowered by one grade.

**Course Assignments** (readings, exercises and/or experiences)

It is expected that 4-6 hours per week of your study time will be spent on out of class assignments and exercises. These are listed below. Please note that some weeks will require more time and some weeks less time but the average is approximately 4-6 hours per week over the semester.

Students are expected to complete the following out of class course assignments. Dates are general as holidays will interrupt depending on a semester basis. The course is largely based on week # and not specific date.

**4TH HOUR REQUIREMENT**

In addition to the syllabus below and the requirements above there will be weekly online instruction/lesson incorporated into the class. These will consist of video lessons to follow, and also mini-talks and recitations that will be given online via Google Hangouts to the class. This extra time is a requirement of taking a four credit class. These are considered class work and will count towards a participation element of the class.

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Reading/Exercises/Experiences</th>
<th>Due Date</th>
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</thead>
<tbody>
<tr>
<td>Class 1</td>
<td>Introduction to Presentation Technologies</td>
<td>Please submit three paragraphs of writing. The first as to what experience you have had with digital media and digital presentation technology. The second as to when you have used this technology in the past or might in the future. The last paragraph should include what your expectations for the course are and what specific</td>
<td>Class 2</td>
</tr>
<tr>
<td>Class</td>
<td>Topic</td>
<td>Homework</td>
<td>Notes</td>
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<td>Class 2</td>
<td>Introduction to Multimedia– basic visual media editing.</td>
<td>Homework will consist of practicing image editing techniques needed to best still visual data into presentation software.</td>
<td>Class 3/</td>
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<td>Class 3</td>
<td>Introduction to Multimedia– advanced graphics skills for presentations</td>
<td>Homework will consist of more advanced techniques in image manipulation and also image graphics creation using image editing software.</td>
<td>Class 4 /</td>
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<tr>
<td>Class 4</td>
<td>Introduction to Multimedia– advanced graphics skills for presentations</td>
<td>Homework will consist of assignments to serve as a wrap up for the digital image portion of the semester. Tutorials will be assigned, as a wrap-up to demonstrate all needed skills are possessed.</td>
<td>Class 5 /</td>
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<tr>
<td>Class 5</td>
<td>Introduction to Multimedia– preparation of audio for presentations</td>
<td>Homework for this week will consist of assignments to show ability to prepare audio for presentations using both Quicktime and Audacity media editing environments.</td>
<td>Class 6 /</td>
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<tr>
<td>Class 6</td>
<td>Introduction to Multimedia– video manipulation skills</td>
<td>Homework for this week will consist of assignments to show ability to prepare video for presentations using both Quicktime and Audacity media editing environments.</td>
<td>Class 7/</td>
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<td>Class 7</td>
<td>Introduction to PowerPoint– visual theory</td>
<td>No Homework this week.</td>
<td>N/A</td>
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<td>Class 8</td>
<td>PowerPoint – Presentation Technique Powerpoint Text and Themes</td>
<td>This week’s homework will be prepping and rehearsing you Presentation 1. It will be critiqued in class by myself along with your peers. Remember to practice more then once.</td>
<td>Class 9 /</td>
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<tr>
<td>Class 9</td>
<td>Presentation 1</td>
<td>This week will be the mid term. All previous homework is due by this time or will not receive full credit.</td>
<td>Presentation 1</td>
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<tr>
<td>Class 10</td>
<td>PowerPoint Creating custom themes Image Manipulation Working with Layouts and Slide Masters</td>
<td>Homework for this week will include exercises to practice creating your own themes and layouts. Exercises on controlling Master Slides and Layout slides will be assigned as well as working with action buttons. Assignment will also be customized to pick up on shortcomings of presentation 1.</td>
<td>Class 11</td>
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<tr>
<td>Class 11</td>
<td>PowerPoint Working with Animation Adding Multimedia Charts and Graphs External Media</td>
<td>Homework will focus on animation techniques and the when and how to use them. It will also focus on adding of multimedia which was discussed in the first half of the semester into our presentations.</td>
<td>Class 12</td>
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<td>Class 12</td>
<td>PowerPoint Smart Art, Transitions, Presentation Timing</td>
<td>Homework for this week will be practice with Smart Art, Presentation Timing and some advanced features of PowerPoint.</td>
<td>Class 13</td>
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<td>Week 13</td>
<td>Other Presentation Packages</td>
<td>In addition to this in class we will look at other presentation software packages along with other delivery techniques.</td>
<td>Class 14</td>
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<td>Week 14</td>
<td>Final In Class Exam</td>
<td>This exam consists of about 30 skill questions which will show your competency in the</td>
<td>N/A</td>
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<td>Week 15</td>
<td>Final Presentations</td>
<td>Final Presentations</td>
<td>N/A</td>
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